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Amiga Textcraft™

AMIGA

Textcraft

Textcraft was developed by Arktronics Corporation.

Contents

Chapter 1

Introduction

Welcome to Textcraft. You're about to learn how to use a *word processing* tool that's going to make your everyday writing tasks easier and more fun.

Meet Textcraft

You can use Textcraft to produce your personal and business letters, memos, and reports of any kind, whether for school, office, or home.

Textcraft provides the following benefits:

- menus
- pointers
- color coding
- ready–made forms
- mouse control
- keyboard shortcuts

You pick what you want to do from *menus* that list your choices. Menu items make sense. For instance, you choose the menu item called Print Document to print your document.

You use pointers such as a pencil and a camera to do your work. The pointers perform the functions you'd expect. For example, you use the pencil to type in your text.

Textcraft uses color coding when displaying information so you can identify things quickly.

Textcraft helps you get started by providing ready–made forms for you to fill in. For example, if you don't know how to *format* a business letter, choose the Business Letter form. Textcraft automatically formats your letter in business–letter style, so you don't have to.

Learning to use Textcraft won't take long because it lets you do everything using a *mouse*. You just *point* to things and *click* a button.

Once you're familiar with how Textcraft works, you can try some shortcuts to speed things up.

How to Learn Textcraft

The most effective way to learn Textcraft depends on your previous computer experience.

If You're New to Computers

If you've never used a computer before, or if you're a bit apprehensive about using one, read all of this manual. In addition, work through the exercises and instructions as you read through the manual—it won't take you long to try things out. The best way to learn Textcraft is to use it.

After you've read the manual, try using Textcraft on your own. Start some documents and experiment with them. Work with the mouse. Practice editing. Try printing. You'll learn how to use it in no time.

If You're Familiar with Computers

If you've worked with computers before, you'll quickly become familiar with Textcraft by reading the general information and then working through the guided tour of Textcraft in Chapter 2. You can then learn the finer aspects by experimenting on your own, and referring to this manual if you need to.

You will also find helpful the reference information in Chapter 7. It lists all of the Textcraft shortcuts that you can use instead of your mouse. The shortcuts are also listed on the Keyboard Reference window, which is part of the Textcraft help feature. Chapter 2 tells you how to get Textcraft's help.

About this Manual

The Textcraft manual is organized into eight chapters beginning with this introduction.

Chapter 2, "Getting Started," tells you how to start Textcraft and how to get help. It gives you some important basic information about using Textcraft. Then you take a quick tour through creating a document. As you work through the tour, you'll learn how to open Textcraft, start a document, type some text, make some quick fixes to any typing errors you may have made, and print the document you've created.

Chapter 3, "Starting a Document," explains how to start a new document, type the document text, look through the document, and save the document for later use.

Chapter 4, "Editing a Document," explains how to use all the Textcraft editing features, including how to erase, insert, move, and copy text, as well as how to change the alignment and style of text, and how to find and replace text.

In Chapter 5, "Using Ready–Made Forms," you'll learn what ready–made forms are and how to use them.

In Chapter 6, "Printing a Document," you'll learn how to choose various options for printing a document. You'll learn about setting the print quality and size, choosing the number of copies, specifying the paper type, and specifying which pages of the document you want Textcraft to print.

Chapter 7, "Using Keyboard Shortcuts," lists all of the shortcuts that you can use instead of your mouse, if you wish.

Chapter 8, "Textcraft Reference," provides tables listing all the menu items in the five Textcraft menus along with descriptions of how the items are used.

Appendix A, "Examples of Ready–Made Forms," shows a selection of sample documents created using Textcraft ready–made forms.

Appendix B, "Technical Information," lists Textcraft technical information you might be interested in, such as how many pages each document can have and how many pages each Textcraft disk can contain.

Appendix C, "Typing Accents" describes the key combinations you use to type accents.

The glossary near the end of the manual contains words that you may find helpful or essential in your understanding of Textcraft. The words are displayed in *italics* the first time they appear in the manual.
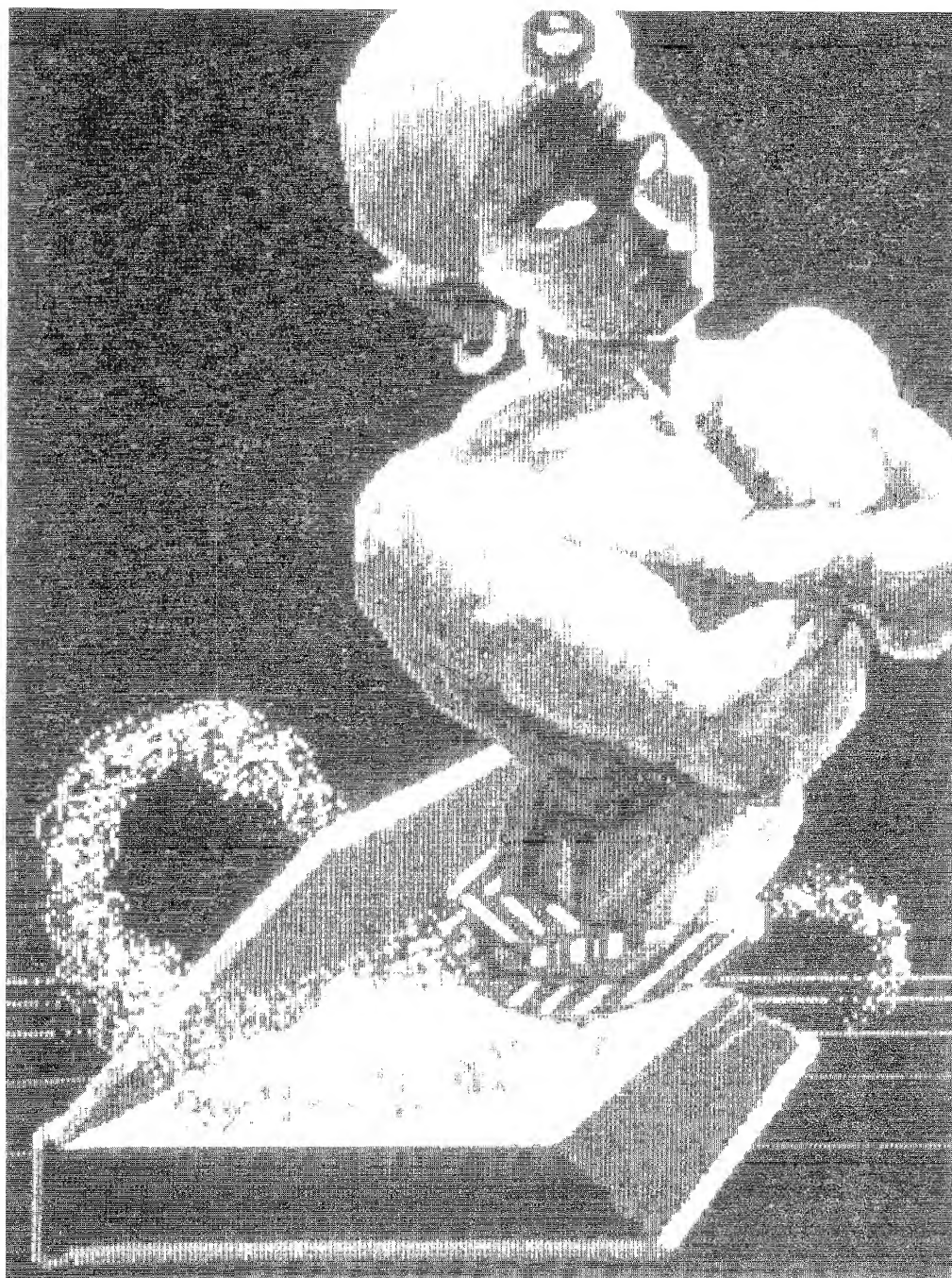
Chapter 2

Getting Started
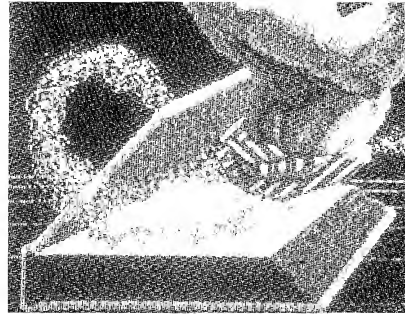
This chapter gives you a "hands–on" view of how to use Textcraft. First, you open Textcraft and learn some important basic information about using it. Next you learn how to get help when you need it. To use what you've learned, you then take a quick tour through creating a document with Textcraft.

Opening Textcraft

Opening Textcraft is simple. First, make sure you've followed the instructions in *Introduction to Amiga* that tell you how to set up your Workbench. Then follow these steps:

1. Remove your Workbench disk, then insert the disk that has Textcraft printed on the label into the Amiga. The Workbench now displays the Textcraft icon and the currently opened drawer name.

NOTE: At this time, it would be a good idea to make a backup copy of your Textcraft disk, and make sure you have a project disk on hand if you haven't done so already. A project disk is simply an initialized Workbench disk that has the maximum amount of room on it for your Textcraft documents.

If the Textcraft disk has a write-protect tab, move it to the write-protect position.

2. Copy the Textcraft disk. Refer to *Introduction to Amiga* for instructions on copying and initializing disks.

3. Store the original Textcraft disk in a safe place.

When you're ready to begin using Textcraft, you can start a new document or later you can work with an existing document. To start a new, blank document, move the *arrow* to the Textcraft *icon* and double-click the *Selection Button* (the left mouse button). Amiga then displays an empty Textcraft screen. You can begin typing immediately.

Note: Your Textcraft disk comes with two versions of Textcraft, each represented by a different icon: Textcraft (for 256K, single-drive systems) and Textcraft512 (for multi-drive or memory-expanded systems). After you copy your disk, see Appendix B for instructions on deleting and/or renaming the Textcraft icons for convenience of use.

4. Double click to open the Textcraft icon.

Learning the Latest about Textcraft

Even though this manual is as up to date as possible, Textcraft may have been improved. Any recent improvements to Textcraft that are not described in the manual are in a special document called "Read Me for News." To display this document, see "Getting a Saved Document" at the beginning of Chapter 4.

It's also a good idea to print "Read Me for News" so that you have a paper copy of it. See Chapter 6, "Printing a Document," to find out how to print this document.

Learning the Basics

The next few sections provide some important information you need to know before you can work effectively with Textcraft.

Getting Familiar with the Textcraft Screen

After you open Textcraft and start a new document, you see the Textcraft screen. Here's a labeled version of the Textcraft screen so that you can refer to it as you learn about its parts:
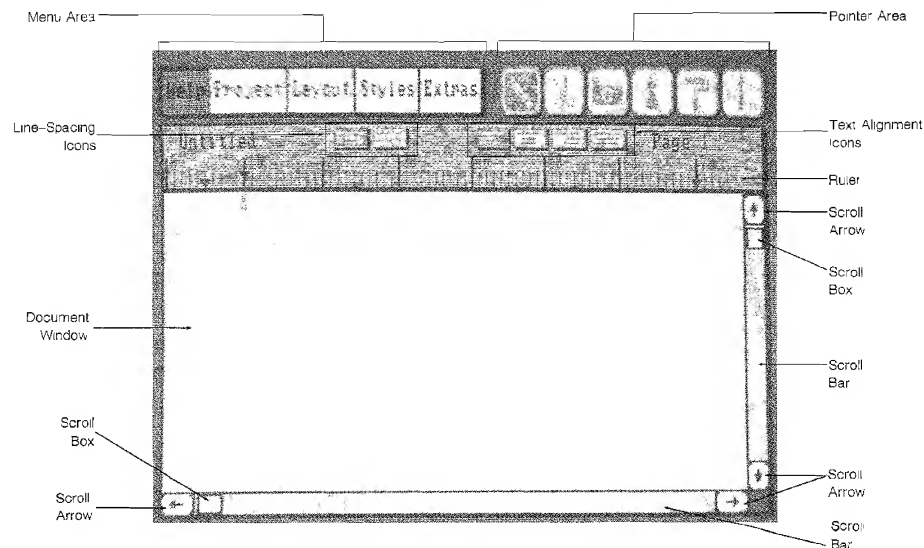
The Textcraft screen has six parts:

- The menu area

- The *pointer* area

- The *ruler* area

- The *text alignment* and *line-spacing* area

- The *scroll* bars

- The *document* window

The Menu Area

This area is where Textcraft displays menus. You tell Textcraft what you want to do by selecting a menu and then choosing one of the items. After you make your choice, Textcraft either displays a *requester* or lets you continue your work. A requester is a box outlined in blue containing some questions or more choices; it "requests" information.

Initially, Textcraft displays only the menu titles, not the menu items. To see the menu items, move the pencil onto the menu title. Notice how the pencil becomes a pointing hand. Then hold down the Menu Button; the menu items appear for you to choose from. For example, if you *select* the Project menu and hold down the Menu Button, your Textcraft screen looks like this:
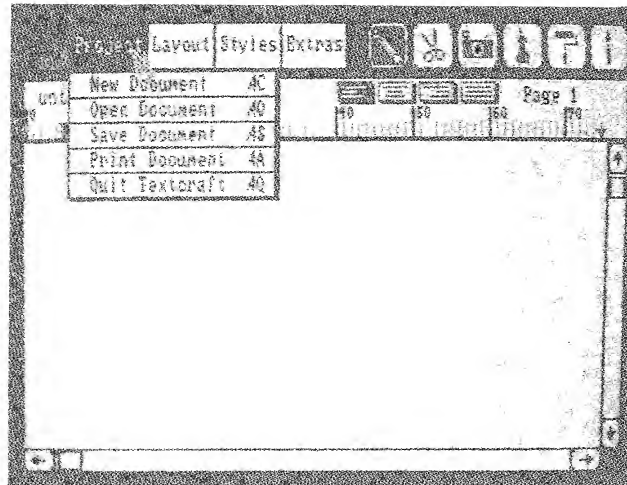
Textcraft displays the menu items for as long as you hold down the Menu Button. To choose one of the items, move the pointing hand down to the item you want. (Notice how Textcraft highlights the items as you move the pointing hand over them.) Then release the Selection Button.

Textcraft has five menus. The following table describes their uses. As you read through the table, you might want to use your mouse to select each menu and take a look at its items.

Menu	Purpose
Help	Select this menu when you want help from Textcraft.
Project	Use this menu to start a new document, save and print documents, open a saved document, and to close Textcraft.
Layout	This menu lets you set page numbers, give titles to documents, select the page size, and set document margins.
Styles	Select this menu to select from different type styles, such as **boldface** or *italics*.

Menu	Purpose
Extras	Use this menu to select the type size to be displayed on the screen, turn end–of–paragraph markers on or off, and find and replace words in your document.

The Pointer Area

The pointer area is where Textcraft displays the different pointers that you can use. Whenever you want to use a pointer, simply move to this area and select it.

Each pointer serves a different purpose. For example, the pencil lets you select the location where typed text appears, while the camera lets you "take a picture" or make a copy of some text. The following table shows you what each pointer looks like (its icon) and explains its use.

Each of the following pointers has a hot spot. A hot spot is the part of the pointer that you use for *selecting*.

Pointer	Icon	Purpose
Pencil		The pencil selects the location where the text you type appears. The pencil's tip is the hot spot.
Scissors		The scissors erase text. The tip of the left blade is the hot spot.
Camera		The camera "takes a picture" or makes a copy of text. The hot spot is the camera's flash.
Paste jar		The paste jar "pastes" or inserts text that you cut with the scissors or copied with the camera. The tip of the paste jar is the hot spot.

Pointer	Icon	Purpose
Alignment brush		The alignment brush changes the format of text. The hot spot is the left side of the roller.
Style brush		The style brush changes type styles. The tip of the brush is the hot spot.

Textcraft also provides these blue pointers for communicating with you:

Pointer	Icon	Purpose
Pointing hand		When you move into the menu area, the pointer you are using become a pointing hand. The pointing hand is used to display menu items.
Arrow		When you open a requester, move into the ruler area, or move into the scroll bar region, the pointer you are using becomes an arrow. For example, you use the arrow to choose an option displayed in a requester.
Grabbing hand		When you move to the triangles on the ruler or to a scroll box, the pointer you are using becomes a grabbing hand. The grabbing hand is used to "grab" objects so that you can drag them to a new location.
Bird		Textcraft uses the flying bird to tell you that you have moved the pointer outside the boundary of the ruler, a menu, or a scroll bar while the Selection Button is pressed. Move the bird back into the area and make a selection or release the Selection Button to cancel the selection.

Pointer	Icon	Purpose
Watch		Textcraft displays the watch whenever you are to wait for it to do something. The watch tells you that you don't need to respond or do anything; just wait for Textcraft to finish its task.

The Ruler Area

You use the ruler to set up margins for your documents. You can set three margins with the ruler: the left margin, the right margin, and the paragraph indent margin. The left and right margins are inverted red triangles. The paragraph indent margin is a black triangle. To set these margins, you use the grabbing hand to "drag" the triangles on the ruler to wherever you want the margins to be. To drag a triangle, move the pointer to the triangle (the pointer turns into the grabbing hand). Then hold down your Selection Button. This "grabs" the triangle so that you can drag it to a new position. When you release the Selection Button, Textcraft places the triangle in its new position. Although the ruler display ranges from 0 to 255 (or 0 to 210 in large type), the right margin can only go to position 195 on the ruler.

The Text Alignment and Line-spacing Area

You select one of the text alignment icons to tell Textcraft how to align your text on the page. You can align your text so that it is even on the left side, even on the right side, centered, or even on both sides ("flush"). You use the line-spacing icons to tell Textcraft whether your text should be single-spaced or double-spaced.

Scroll Bars

You use scroll bars to see parts of your document that don't fit on the Textcraft screen. You use the scroll bar on the bottom of the screen to move left or right, and the scroll bar on the right of the screen to move up or down. For example, if your document is several pages long, you can

move to the top or bottom of your document by using the scroll bar on the right. For details on scrolling, see "Moving Through Your Document" in Chapter Four of this manual.

Document Window

The document window is where Textcraft displays your document. As you type in text, it appears in the document window.

Using the Text Cursor

The red text cursor appears on your screen as a bright vertical bar. It is Textcraft's way of telling you where you are in the document. When you type in text, Textcraft inserts the text wherever the text cursor is positioned.

Here are three ways to move the text cursor:

1. On existing text, you can move the pencil to where you want the text cursor. When you click the Selection Button, Textcraft moves the text cursor to where the pencil is. When you begin a new document, you can't use the pencil to position the text cursor. Instead, press the *Return* key and use the *Space Bar* to position the text cursor on the empty page.

2. You can move the pencil until it points to the text cursor. Then hold down the Selection Button. This action "grabs" the text cursor, which you can then drag anywhere you want.

3. You can also use the arrow keys to move the text cursor.

Using Requesters

To work effectively with Textcraft, you need to understand how to work with requesters. Textcraft displays a blue requester whenever it needs some information from you. For example, whenever you start a new document, you need to tell Textcraft what kind of document you want to create. Textcraft displays this requester to provide you choices:
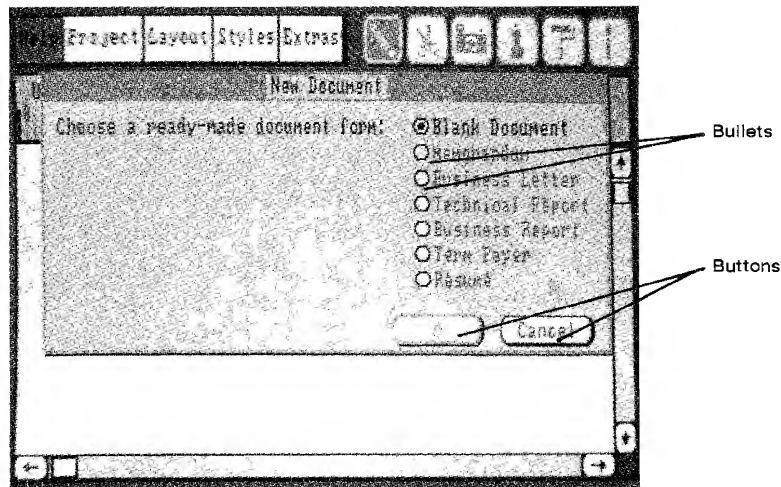
A requester can contain options and text boxes.

Options

Options appear in a requester when you need to choose between various ways to proceed. There are two types of options: Options that allow you to cancel or continue your work are represented as *buttons*. Buttons usually appear in the lower right corner of requesters. For example, in the Printing Options requester, there is a button that says Start Printing and one that says Cancel. If you select Cancel, Textcraft takes you back to whatever you were doing before it displayed the requester. If you select Start Printing, Textcraft prints your document.

Options that allow you to choose among several different ways of doing something have small "bullets" next to them. When a *bullet* is selected, Textcraft darkens it to show that it is the currently selected option. Textcraft also displays the text for the selected bullet in boldface/black and the text for the items not currently selected in grey/blue. For example, in the New Document requester, bullets appear in front of all the types of ready-made forms. Selecting the bullet in front of Memorandum and then selecting the OK button allows you to create a new document using the Memorandum form.

Text Boxes

Text boxes appear in a requester when you need to respond to a Textcraft question. You type in the information that Textcraft requests. For example, when you save a document, Textcraft displays a requester that asks you for the document's name. You type the name in the text box.

Some text boxes have information already typed into them when you open up a requester. These text boxes are highlighted in blue. If the information is correct, you do not need to retype it. If you wish to change the information, make sure the text cursor is in that text box and type in the correct information. Typed text appears in whatever text box the text cursor is in. You can select a different text box by moving the arrow into it (the arrow turns into the pencil) and clicking the Selection Button.

Using the Mouse

The mouse performs two important functions: pointing and selecting. (To find out how to connect and operate your mouse, refer to *Introduction to Amiga.*)

Pointing

Pointing refers to moving the mouse so that the pointer you're using moves to a certain place on the Textcraft screen. For example, when this manual says to "point to the Help menu," it's telling you to move the pointer to the Help menu.

Selecting

This manual refers to two forms of selecting. One form of selecting is to point to an icon or a point in the text on the Textcraft screen and click the Menu Button. For example, if a procedure says to "select the camera," it's telling you to point the arrow to the camera and then click the Menu

Button. These actions "select" the camera, so that the arrow turns into the camera.

Another form of selecting occurs when you want to make changes to a document. You use selecting to tell Textcraft exactly what you want to change. For instance, assume that you want to erase a paragraph from a letter. Before Textcraft can erase the paragraph, it needs to know which paragraph you are referring to. You tell Textcraft what you want to erase by selecting the paragraph.

Whatever change you want to make, selecting always works the same way. There are four steps to selecting text:

1. Move the pointer to the beginning of the text you want to select.
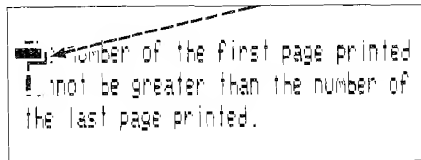
2. Hold the Selection Button down. Notice how Textcraft highlights the first letter of the text.
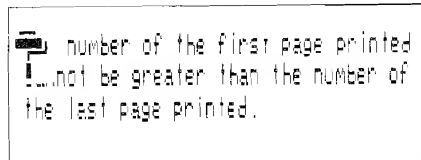
3. Move the pointer to the end of the text. This is called *dragging.* All the text should now be highlighted.
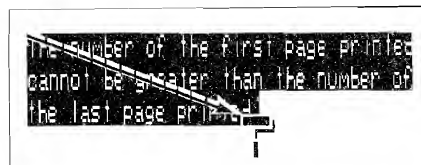
4. Release the Selection Button. Textcraft changes the text accordingly, depending on the pointer you're using.
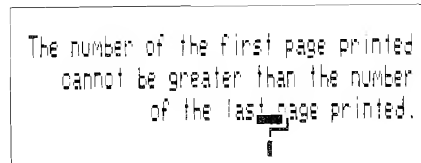
Note: You can also select text by moving your pointer from the bottom of the text to the top of the text. If you need to move your pointer to part of the document that isn't displayed, Textcraft automatically scrolls the document into view as you move your pointer so that you can select the text. In addition, you can cancel already highlighted text by moving the pointer outside the document window and releasing the Selection Button.

Using the Keyboard

As you become more familiar with Textcraft, you may find it inconvenient to take you hands off the keyboard to use the mouse. Textcraft provides keyboard shortcuts, described in Chapter 7, "Using Keyboard Shortcuts."

Getting Help

Textcraft is ready to help you out at any time with clear, simple explanations. Textcraft provides you with three kinds of help:

- A Quick Reminder screen

- A Keyboard Reference screen

- One Minute Tutorials

This section explains how to get help and tells you about the three kinds of help, so you'll know which one you need.

Whenever you want help, just select the Help menu (remember to hold down the Menu Button). Textcraft displays the Help menu with its choices of the three kinds of help. You just choose whichever kind of help you need.
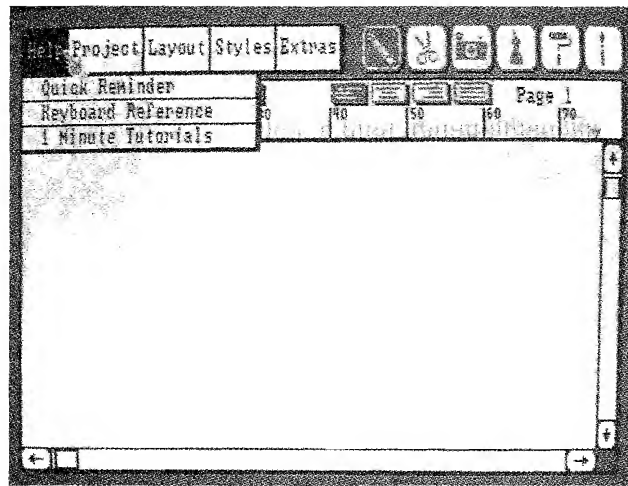
Quick Reminder Screen

The Quick Reminder screen helps you if you forget how a certain pointer works or if you need to know what certain icons mean. When you choose the Quick Reminder item from the Help menu, Textcraft displays this screen:
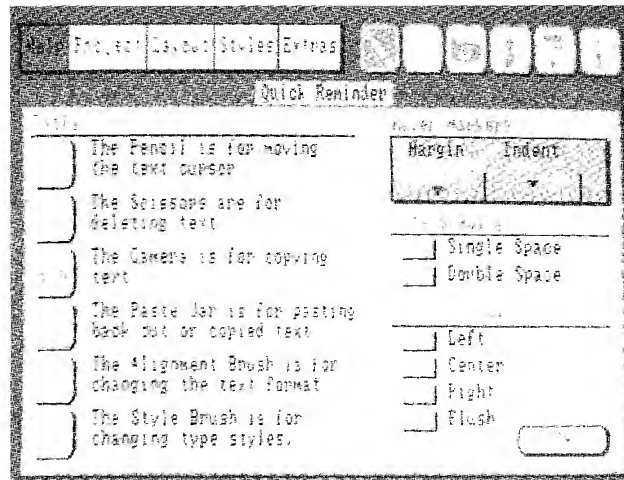
When you're through with the Quick Reminder screen, select OK in the lower-right corner of the screen. Textcraft takes you back to whatever you were doing before you requested help.

Keyboard Reference Screen

Shortcuts are keys that you press to perform the same actions that you would otherwise use the mouse to accomplish.

To see how to perform a particular shortcut, choose the Keyboard Reference item from the Help menu. Textcraft displays this screen:
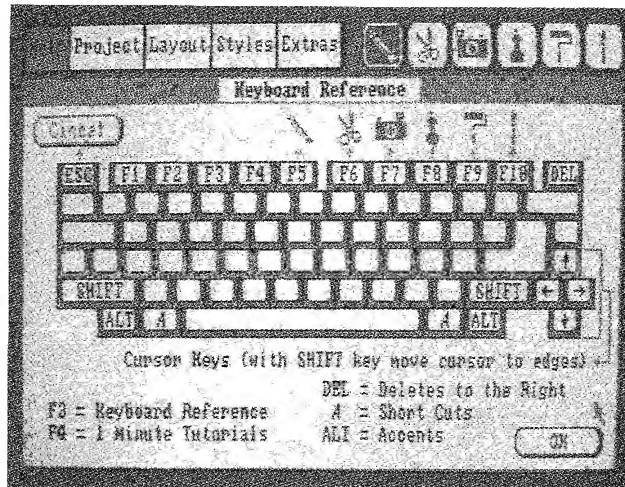
When you're finished with the Keyboard Reference screen, select OK. Textcraft returns you to whatever you were doing before you requested help.

The Tutor: One Minute Tutorials

The Tutor's One Minute Tutorials are an easy way to learn about using Textcraft because they're animated, like a movie. When you choose the One Minute Tutorials item from the Help menu, Textcraft displays a requester that lists all the available lessons the Textcraft Tutor explains to you:
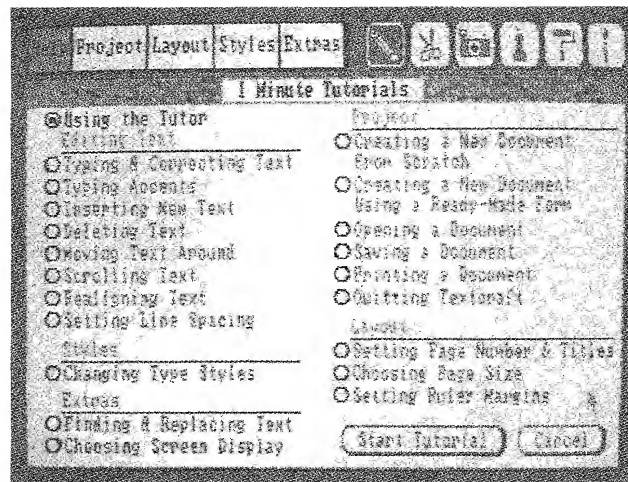
Each tutorial listed in the requester explains some aspect of working with Textcraft. To see a tutorial, select the bullet next to the item that you're interested in. Then you click the Start Tutorial button, sit back and relax as the Tutor teaches you about the topic you've chosen.

Each tutorial is made up of several "scenes" consisting of text followed by animated examples. At the end of each scene, select OK to continue with the tutorial. When the tutorial is finished, or when you no longer want to watch it, select Cancel. The Tutor takes you back to whatever you were doing before you requested help.

Taking a Quick Tour

Now you're going to step through a very quick demonstration of how Textcraft works. As you take the tour, you start a document, type text, make quick fixes, save the document to disk, and print the document.

After you complete the tour, you may feel confident enough to begin working with Textcraft on your own. The tour doesn't cover a lot of the details about using Textcraft, but you can discover most things the tour doesn't teach you by experimenting.

Remember that you can always get the help you need from the Textcraft Tutor and this manual.

Beginning the Tour

The tour assumes that you've already opened Textcraft. If you haven't, refer back to the beginning of this chapter to learn how. After you open Textcraft and are looking at the Textcraft screen, you're ready to begin.

Starting a New Document

You can start a new document in one of two ways. Since you've just opened Textcraft, you can simply start typing. Or, you can start a new document "from scratch" by displaying the Project menu and choosing the New Document item as described below.

To familiarize you with the Project menu, the steps below walk you through the second method. But keep in mind that you can always start typing as soon as you get a blank Textcraft screen.

1. Select the Project menu and hold down the Menu Button. Textcraft uses the pointing hand to display the menu.

2. Choose the New Document item by releasing the Menu Button. Textcraft displays a requester asking you what kind of document you want to start. Textcraft assumes you want to start a blank document unless you tell it otherwise.

3. Select OK. Textcraft removes the New Document requester and places the text cursor in the upper-left corner of the document window.

Now you're ready to begin typing.

Typing Text

There's nothing difficult about typing text with Textcraft. You just type the text as if you were using a typewriter. Don't bother to type a carriage return (press the RETURN key) at the end of each line—Textcraft does that for you.

Go ahead and type in this text, and don't worry about any mistakes you make.

        A writer's greatest desire is not love or comfort.
        It's to keep changing the words.

Note: You can press the RETURN key to start a new paragraph.

The next lesson shows you how to fix any typing mistakes you might have made.

Making Quick Fixes

To fix your typing errors, follow these steps:

1. To move the text cursor to the mistake, use the four arrow keys.

2. To erase the incorrect characters, you can use either the DEL or the BACKSPACE key. Press DEL to erase the character to the right of the text cursor. Press BACKSPACE to erase the character to the left of the text cursor.

3. To insert the correct characters, move the pencil to the place where you want to put them, click the Selection Button, and type in the new text. Existing characters move to the right to make room for new text.

Note: When you insert or delete text, the pointer disappears. It will reappear as soon as the mouse is moved.

Saving and Naming the Document

When you save a document, you make a copy of it on a disk. In addition to saving the text, you can also save the layout and styles you've chosen. It's very important to save your document every so often as you work. If the power fails or if anything else goes wrong with the Amiga, Textcraft won't have a current version of the document on the project disk, and you might have to recreate it. For the same reason, it is wise to make backup copies of your work frequently in case something goes wrong with your project disk.

To save and name your document, you use the Project menu again. Follow these steps:

1. Select the Project menu.

2. Choose the Save Document item. Textcraft displays a requester asking you to give your document a name. You'll use this document name whenever you want to work on the document again. On a one-drive system, if you wish to save your document on your Project disk, rather than on the Textcraft disk, type "df0:" before the document name.

3. If you want to save your document on another disk, remove the Textcraft disk and insert a project disk.

4. Type the document name in the Document Name text box. Your document name can contain a maximum of 30 characters. Refer to *Introduction to Amiga* for information on naming projects. Note: If you don't give your document a name, Textcraft automatically gives your document the name "untitled." If the document name you type in has already been given to another document, Textcraft displays a requester. It asks if you want to write over the document that already has that name with the new document you are saving, or if you want to give another name to the document you are saving. If you have inserted a Project disk, type df0: followed by the document name in the Document name box.

5. If you don't want to save the text, layout and styles of your document, select the Text Only bullet.

    Textcraft assumes that you want to save the entire document unless you tell it otherwise. However, if you only want to save the text of your document in a standard computer form, select Text Only. Text Only means that only the text of the document is saved. The page titles and numbers, the paragraph format, layout, and styles are not saved.

6. Select Save. Textcraft saves your document to the currently open drawer on the drive that you started Textcraft from. (This is the default location for saves.) Notice that your document remains on the screen. This is so you can continue editing, if you wish. If you decide to make further changes, be sure you save your document again.

The final lesson shows you how to print your document.

Printing the Document

To print your document, you again use the Project menu. Just follow these steps:

1. Display the Project menu.

2. Choose the Print Document item. Textcraft displays the Printing Options requester. You'll learn the details about selecting printing options in Chapter 6, "Printing a Document."

3. The only printing option you need to be concerned with now is the Paper Feed option. Just select Continuous or Single Sheet, depending on the kind of paper you're using in your printer.

4. Make sure your printer is turned on. Then select Start Printing. Textcraft starts printing your document.

Closing Textcraft

Whenever you want to stop working with Textcraft, you can follow these steps to quit work and close Textcraft.

1. Display the Project menu.

2. Choose the Quit Textcraft item.

3. If you made changes to your document, Textcraft displays a requester asking you if you want to save your changes. Select Yes if you want to save the changes and No if you don't.

4. If you select Yes, Textcraft displays the Save Document requester so you can name the changed document.

To keep a copy of the original document, in addition to the changed one, type in a new name and select Save. The changed document is saved under the new name. This feature is useful when you make changes to the document that you are not sure should be permanent. To replace the original document with the changed one, select Save to use the original name.

5. You can then remove your Textcraft project disk, put it in a safe place, and turn off the Amiga.

Forging Ahead

If you're the adventurous type and have a handle on how Textcraft works, go ahead and experiment. Use the Tutor. Display the different menus and try out their items. Use the different pointers to see what effect they have. Practice and have fun.

If you want to know more about Textcraft before you experiment, keep reading. Chapter 3 gives detailed procedures for starting a new document. In Chapter 4, you'll learn about editing a document. Chapter 5 explains how to use ready-made forms. And in Chapter 6, you can learn about the details of printing a document.

Chapter 3

Starting a Document
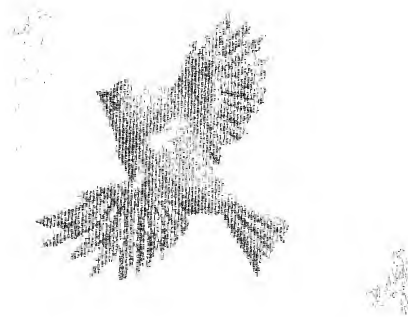
In this chapter, you'll learn the details of creating new documents. Textcraft gives you several options for adjusting how your document will look. You can set the margins and change the type size, type styles, and page size. You can also add page numbers and titles.

At the end, you'll learn complete details about naming, saving, and renaming your document.

Overview

Starting a new document isn't difficult. However, you will understand the procedures better if you know how the entire process works. Basically, starting a document involves these steps:

1. You begin the process by choosing the New Document item from the Project menu.

2. Textcraft displays a requester that asks you what kind of document you want to start. You can choose to start a blank document, or you can choose one of Textcraft's ready–made forms, described in Chapter 5, "Using Ready–Made Forms." After you make your choice, select OK.

3. If you have chosen to use a ready–made form, the next step is to provide Textcraft with information to include on the form. See Chapter 5 for the types of information each form requires. Textcraft organizes this information and sets up a framework for your document. All you need to do is type the text of the document.

4. For either a blank document or a ready–made form, the next step is to decide whether to use Textcraft's standard settings for the document appearance or to change these settings before you begin typing text. For example, you might want to change the margins or the type size. Or you might give your document a title and page numbers.

5. After you finish setting up the document appearance, go ahead and type in the text.

6. Finally, you name and save your document by choosing the Save Document item from the Project menu.

The rest of this chapter explains these steps in detail.
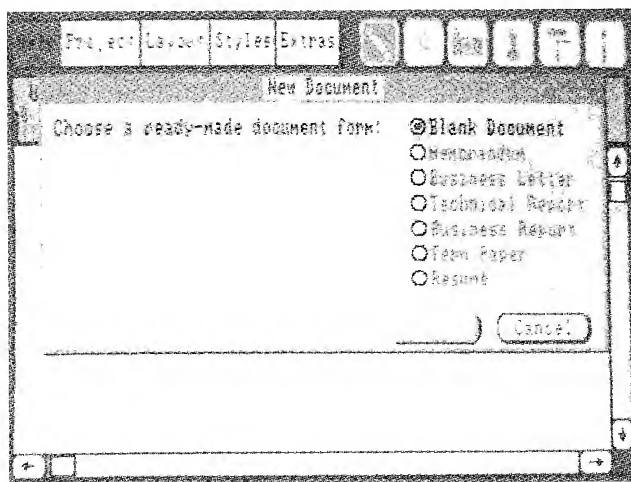
Getting Started

Here's how to create a new document:

1. Select the Project menu.

2. Choose the New Document option. Textcraft then displays this requester:

3. You use this requester to tell Textcraft what kind of document you want to start. Select Blank Document, and your next step is to make any adjustments needed to the document appearance, as described next in "Before You Begin Typing."

Before You Begin Typing

Before you actually begin to type in your text, you might want to make a few adjustments. For instance, you might want to set up special margins or change the type size. Or, you might want the text to line up evenly on both sides of the page. You might also want to give your document a title and set up page numbers.

Textcraft doesn't save the selected screen display type size. Use the Preferences tool to change the setting.

Setting the Screen Display

Setting the screen display includes choosing a type size and deciding whether or not to display end–of–paragraph markers.

You can choose between two type size displays: large (60 characters per line) and small (80 characters per line).

To change the type size, pick the Choose Screen Display item from the Extras menu. Textcraft displays a requester that lists the two type size options:
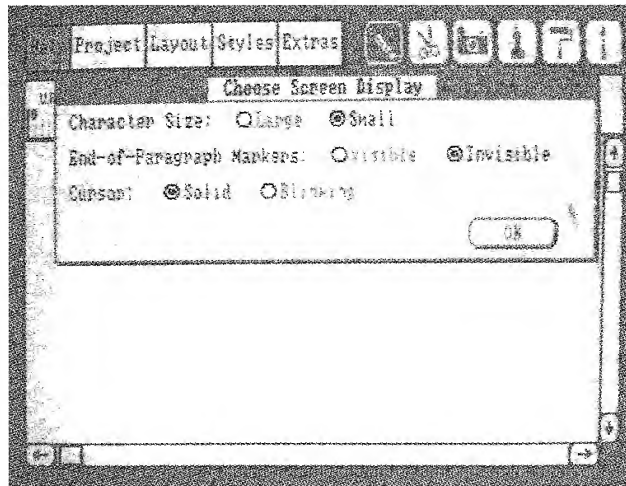
Select the type size you want and then select OK.

You can also use this requester to tell Textcraft whether you want to see end-of-paragraph markers. An end-of-paragraph marker is the symbol Textcraft uses to tell you where you last pressed RETURN. Textcraft does not display these markers unless you tell it to. Select Visible to display the markers. Whether or not you're displaying the end-of-paragraph markers, Textcraft never prints them on paper.

You can also change the text cursor from blinking to nonblinking. To stop the cursor from blinking, select Solid.

Setting the Margins

Changing the margin settings with Textcraft is easy. There are three margin settings on the Textcraft ruler: the left margin, the right margin, and the paragraph indent margin, which is used to set the position of the first line only of each paragraph. Each margin is set by the position of the margin triangle on the ruler.
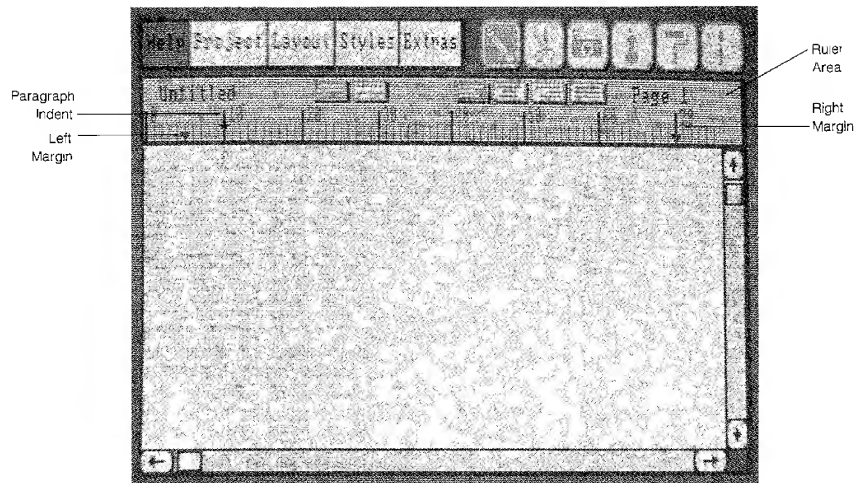
To change a setting, all you do is drag the appropriate triangle to its new place on the ruler. To do this, follow these steps:

1. Move the pointer to the margin triangle you want to drag. Note that the pointer turns into the grabbing hand.

2. Hold down the Selection Button. This action "grabs" the margin triangle so that you can drag it.

3. Then use the mouse to drag the triangle to its new setting. When the triangle is where you want it, release the Selection Button.

Another way to change the margins is to use the Set Ruler Margins requester. To do this, choose the Set Ruler Margins item from the Layout menu. Textcraft displays this requester:
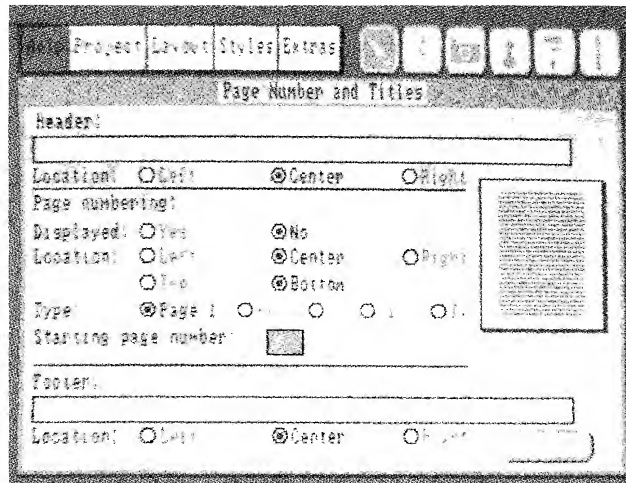
As you set up your titles and page numbering, watch as Textcraft uses the page format icon (it's on the right side of the requester) to reflect the choices you make.

Setting Up a Header or Footer

You can have a title at the top (a header), at the bottom (a footer), or both the top and bottom of the page. Each title can appear on the left, center, or right side. A title appears on every page of your document.

Just type in the title(s) that you want to appear on every page. Then tell Textcraft the location of the title(s) by selecting the appropriate Title Location option.

Setting Up Page Numbers

You can choose not to display numbers on the pages of your document (just select the No bullet in the Displayed option), or you can pick one of the five page-numbering styles you see on the Set Page Number and Titles requester.

To set up page numbers, just follow these steps:

1. Select Yes to have page numbers displayed.

2. Pick the page–numbering type you want by selecting the corresponding option. You can have the page numbers displayed with or without hyphens or parentheses. You can even have the page numbers displayed as Roman numerals.

3. To tell Textcraft where you want the page numbers to appear, you use the location options. First select whether you want the page number centered or placed to the left or the right. Then select whether you want the page number to appear at the top or the bottom of the page.

   You can also use a section symbol § to tell Textcraft where to print the page number, anywhere inside the header or footer edit boxes. To do this, type CTRL–P inside the header or footer box. Then position the symbol where you want the page number to print.

4. Then tell Textcraft what number should appear on the first page by typing in a page number into the Starting Page Number text box. If you type 0 (a zero), Textcraft does not put a page number or title on the first page. The following pages then contain a title, and page numbers, beginning with 1. (Textcraft assumes you want the first page to be page number one unless you tell it otherwise.) Select OK to tell Textcraft to set up the page numbers you've specified.

Setting the Page Size

You can choose from three kinds of page sizes: US Letter, US Legal, and International. Textcraft assumes you want to use the US letter page size unless you tell it otherwise. You can also set your own page size.

To set the page size, select the Layout menu and then pick the Choose Page Size item. Textcraft displays this requester:
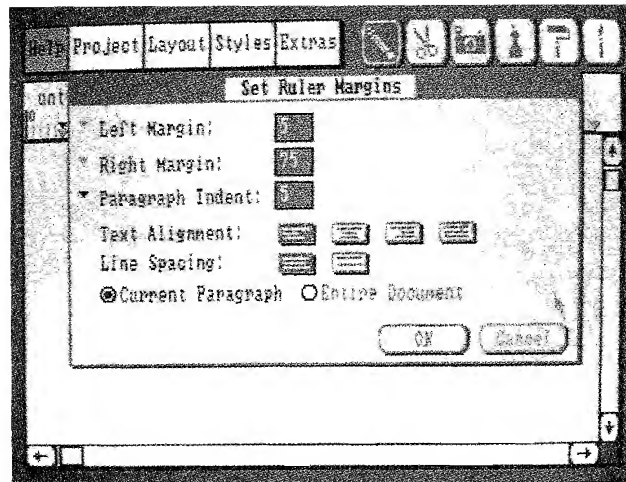
Type in the values for each of the three margins. After you select OK, Textcraft changes the margins to the settings you specified.

After you change the settings, you can apply the changes to the entire document if you wish. Select the Entire Document bullet and then select the OK button.

Textcraft will display a requester to confirm the change for the entire document. Select OK to change the entire document.

Setting Text Alignment

When you first open Textcraft, it assumes that you want only the left side of your document to line up evenly. There are three other ways to line up your text: even right side, centered, and both left and right sides even.

You can set the way Textcraft lines up your text by selecting the appropriate text alignment icon. See the illustration of the Textcraft screen on page 3-6 to find out what the text alignment icons look like. The four text alignment icons are located on the Textcraft ruler to the right of the two line-spacing icons.

You can also select text alignment icons in the Set Ruler Margins Requester.

Setting Line Spacing

When you first open Textcraft, it assumes that you want your text single-spaced. You can also double-space your text.

To change to double-spacing, you select the double-space icon in the ruler area. See the illustration of the Textcraft screen on page 3-6 to find out what the line-spacing icons look like. The two line-spacing icons are located just above the Textcraft ruler to the left of the four text alignment icons.

You can also select line-spacing icons in the Set Ruler Margins Requester.

Inserting Document Titles and Page Numbers

There are two types of document titles: headers are titles that appear at the top of every page in the document, and footers are titles that appear at the bottom of every page.

If you want your document to have headers, footers, or page numbers, it's a good idea to set them up before you start typing. Since they take up some lines on each page, they affect how Textcraft breaks your document into pages. Watch out for blank spaces that may have been typed into a header or footer text box; Textcraft prints them out. You choose the Set Page Number and Titles item on the Layout menu to set up headers, footers, and page numbers. Textcraft displays this requester:
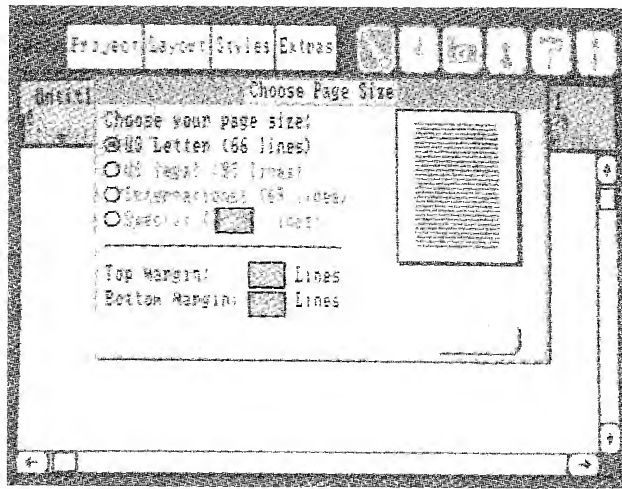
As you set up your page sizes, watch as Textcraft uses the page format icon on the right side of the requester to reflect your choices.

Select the appropriate page size option. If you want to write business or personal letters, select US Letter, and your page is 66 lines long. If you want to write a legal document, or produce a long form, select US Legal, and your page is 85 lines long. If you select International, your page is 69 lines long.

If you want to set your own page size, type the number of lines you want on a page into the Lines text box. You can have a minimum of 1 line and a maximum of 90 lines. This feature is useful for printing mailing labels. Be sure the paper or labels you use in your printer can accommodate the page size you select.

Finally, select the size of the top and bottom margins. In the Top Margin text box, type in the number of blank lines you want above the first line of printed text. In the Bottom Margin text box, type the number of blank lines you want below the last line of printed text. Textcraft assumes you want 5 lines above the top line and 5 lines below the bottom line unless you tell it otherwise.

Select OK to have Textcraft set the page size and return to the Document Window. Note that a blue horizontal line indicates where the page breaks in your text occur.

Typing in Text

Typing in text with Textcraft is easy. For the most part, it's like using a typewriter. With Textcraft, typing is easier because you don't need to press RETURN at the end of each line. Textcraft ends each line for you.

The only time you ever need to press RETURN is when you want to start a new paragraph. Each time you press RETURN, Textcraft inserts an end–of–paragraph marker in your text.

If you need to type in columns of information for financial tables, lists, or outlines, you can use Textcraft's built–in tab stops. Textcraft sets tab stops every five characters. To move to the next tab stop, just press the TAB key.

Typing with Special Type Styles

Unless you tell Textcraft otherwise, all the characters you type appear in plain style. You can also type characters that are **boldfaced** for emphasis, underlined for titles, and *italicized,* as well as superscripts and subscripts. If you're inserting characters, they appear in the same style as the text into which you're inserting the characters, unless you have specified otherwise. This is because Textcraft changes the current type style automatically as you move the text cursor through your document. The type style changes to match that of the character directly to the right of the text cursor.

To select a special type style, select the Styles menu and choose the type style you want to use. From then on, all the characters you type appear in that style.

Naming and Saving Your Document

When you finish typing in a new document, you give it a name and then have Textcraft save it for you.

You can name the document however you wish; however, certain constraints apply:

- Avoid punctuation—especially the slash (/) character.

- If you want to save your document on an external disk drive, type "dfn:" before the document name (where n is the disk drive number).

- If you want to store your file in a drawer (or directory), type the drawer name and a slash before the document name. For example,

    ```
    misc/letter
    ```

See the *AmigaDOS Reference Manual* for further information on naming files.
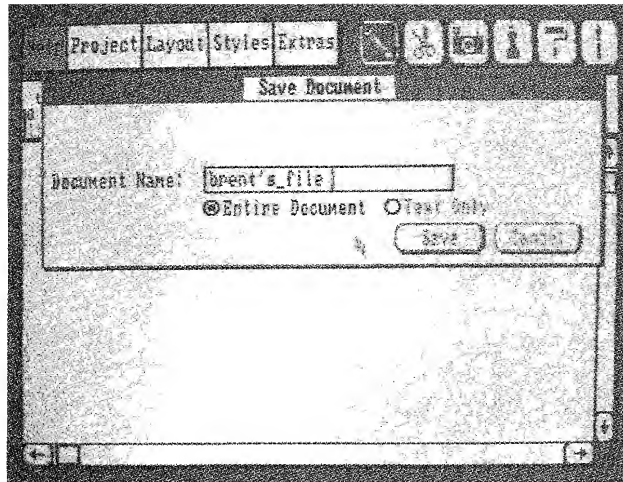
Follow the steps below to save your document.

1. Select the Project menu.

2. Choose the Save Document item. Textcraft displays this requester so that you can name your document:

3. Remove the Textcraft disk and insert the Project disk.

4. Type the name you want to give your document in the Document Name text box. Try to give your document a name that describes what it contains, like "letter to Mom," or "profit report."

5. If you want to save your text, layout, and styles, select Entire Document.

   If you want to save your text in a standard computer format (ASCII), select the Text Only bullet. The Text Only feature is useful, for example, when you want to use the text of your document with a telecommunications program. Textcraft assumes you want to save the entire document unless you tell it otherwise.

6. Select Save. Your document is saved in the current drawer and to the current drive unless otherwise specified.

Textcraft then saves to disk a copy of your document. Notice that your document is still displayed on the Textcraft screen for you to work with.

If you're working on a rather lengthy document, it's a good idea to save the document every so often. That way, if power to your Amiga is somehow interrupted, you'll be sure to have a fairly up-to-date copy. Save the document the same way you did the first time. This time, however, you won't need to give your document a name because it already has one.

Sometimes you may forget to save your document and try to start a new one or work with an old one. In this case, Textcraft displays a requester asking you if you want to save your document. Select Yes if you want to save the document. Textcraft then displays the Save Document requester. If you don't want to save the document, Textcraft lets you continue your work.

Saving Another Copy of Your Document

You can make another copy of your document by choosing the Save Document item from the Project menu. When Textcraft displays the Save Document requester displaying the original document name, type a new name in the Document Name text box. Textcraft keeps a copy of the document under the original name and makes another copy using the new name.

Editing a Document

No matter how good a writer you are, you'll probably want to change the things you write. This section explains how to edit documents.

You'll first learn how to get a saved document and then how to move through your document, so that you can find the things you want to change. Then you'll learn how to erase, insert, move, and copy text, as well as how to change the text format and type style. Finally, you'll learn how to have Textcraft search for and replace specific words and phrases.

As you read through this chapter, you'll find it helpful to create a "practice" document to use as you work through the procedures. Try out each new thing you learn—it'll help you see how editing text with Textcraft works. As you work through these procedures, notice how the Textcraft ruler reflects the margin settings, line spacing, and text alignment of each paragraph the text cursor moves through.

Getting a Saved Document

To display the document you want to edit, choose the Open Document item from the Project menu. Textcraft displays this requester:
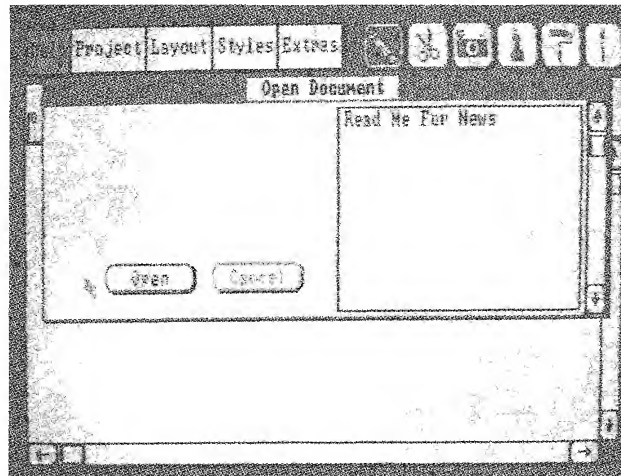
Use this requester to tell Textcraft which document you want to work on in one of two ways:

- You can select the document from the list of documents displayed on the right side of the requester, and then select Open.

- You can double–click on the desired document name in the list at the right of the requester.

The Open Document requester disappears and the selected document appears on the screen.

If you don't see the document you want to open, or if you change your mind, select Cancel to return to your work.

The documents displayed to the right of the requester are in the currently opened drawer of the drive that held the Textcraft disk when you opened Textcraft.

If you have more document names than can fit in the requester, you can use the scroll bar located on the right–hand side of the requester border to move the list of document names up or down. To move down the list, select the scroll arrow at the bottom of the scroll bar. To move back up the list, select the scroll arrow at the top of the scroll bar. Hold down the Selection Button to move continuously. You can also drag the scroll box up or down to move up or down the list of names.

See the *AmigaDOS Reference Manual* for information on specifying disk drives and using disk, drawer, and project names.

Moving Through Your Document

Often, your document is too large to fit on the Textcraft screen. It might be too long, or it might be too wide. You can move to the parts of your document not shown by "scrolling." Scrolling simply means moving through your document.

Document — | — Document Window Border
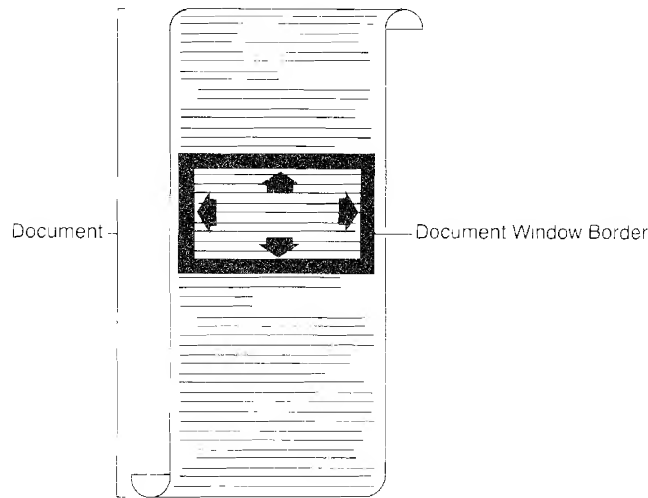
To scroll to different parts of your document, you use the scroll bars located on the bottom and right-hand borders of the Textcraft screen.

Moving Up and Down

To move up or down two lines at a time, use the scroll bar on the right. You can move up one line by selecting the scroll arrow located at the top of the scroll bar. To move down two lines, select the scroll arrow at the bottom of the scroll bar. Hold down the Selection Button to move continuously.

You can quickly move to any point in your document by dragging the scroll box. To do this, move to the scroll box and hold the Selection Button down. Drag the scroll box up to move towards the top of your document. Drag the scroll box down to move towards the bottom of your document.

When you release the Selection Button, Textcraft moves the text cursor in relation to the position of the scroll box. Suppose you have a document that is 20 pages long. If you drag the scroll box to the middle of the scroll bar and release the Selection Button, Textcraft moves the text cursor near page 11.

Use the scroll bars to move between screens as follows: Select the section above the scroll box to move up one screen. Select the section below the scroll box to move down one screen.

Moving Left and Right

To move left and right, use the scroll bar located on the bottom of the screen border. You can move left ten characters by selecting the scroll arrow located on the left of the scroll bar. To move right ten characters, select the scroll arrow on the right of the scroll bar.

You can scroll quickly left and right by using the scroll box. To do this, move to the scroll box and hold the Selection Button down. Drag the scroll box left to move towards the left side of your document. Drag the scroll box right to move towards the right side of your document.

Use the scroll bars to move between screens as follows: Select the section to the left of the scroll box to move left one screen. Select the section to the right of the scroll box to move right one screen.

Erasing Text

You can erase text in one of two ways: a few characters at a time or in whole blocks.

Erasing Characters

If you only need to erase a few characters at a time, you can use the BACKSPACE and DEL keys. BACKSPACE erases the character to the left of the text cursor, and DEL erases the character to the right of the text cursor.

Erasing Blocks of Text

If you want to erase more than just a few characters, you can use the scissors. To erase text with the scissors, just follow these steps:

1. Select the scissors.

2. Move to the first character of the text you want to erase.

3. Select the text you want to erase. (Remember that you can select text from top to bottom, or from bottom to top.) When you release the Selection Button, Textcraft erases the text that was selected.

See "Using the Mouse" in Chapter 2 if you need a refresher on selecting text.

Reusing Erased Text

The text you erase with the scissors isn't gone forever. Textcraft places the text you cut on the Workbench "clipboard," which is an area of temporary text storage. You can always insert whatever text is on the clipboard by using the paste jar. Textcraft saves the text on the clipboard only until the next time you use the scissors or the camera during your current working session. See *Introduction to Amiga* for more information on the clipboard.

Joining Paragraphs

If you have two paragraphs that you want to join, you need to erase the end-of-paragraph marker between the two paragraphs. You can do this with the DEL key or the BACKSPACE key or by using the scissors to delete the end-of-paragraph marker. Textcraft formats the new paragraph the same way the first paragraph was formatted.

If your end-of-paragraph markers are not displayed, you can join paragraphs by using the scissors to erase the blank space at the end of the first paragraph.

Inserting Text

Inserting text is easy with Textcraft. For example, if you want to insert a sentence in the middle of a letter you've been composing, you simply move the pencil to the spot where you want to begin, click the Selection Button, and type. When you begin typing, Textcraft inserts what you type wherever the text cursor appears. Textcraft makes room for the new text by moving the existing characters to the right of the text cursor. If the text you insert is lengthy, Textcraft moves the remainder of the line to the next line and realigns the rest of the paragraph onto new lines.

Moving Text

Moving text is really a combination of cutting it and then inserting it elsewhere. To move text, you use the scissors and the paste jar. Here's how:

1. Select the scissors.

2. Move the scissors to the first character of the text you want to move.

3. Select the entire block of text you want to move. Textcraft puts this block of text on the clipboard.

4. Select the paste jar.

5. Move the paste jar to just in front of the place where you want to move the text.

6. Click the Selection Button. Textcraft "pastes" a copy of the text on the clipboard into its new position. To move the paste jar to a different location for Textcraft to paste back the deleted text, just move the paste jar.

Copying Text

Copying text is a combination of using the camera to make a copy and then using the paste jar to insert the copy where you want it. Follow these steps:

1. Select the camera.

2. Move the camera to the first character of the text you want to move.

3. Select the entire block of text you want to move. Textcraft "takes a picture" of the text and puts it on the clipboard. Notice that Textcraft doesn't remove the text from its original position. For details on selecting blocks of text, see "Selecting" in the "Using the Mouse" section of Chapter 2.

4. Select the paste jar.

5. Move the paste jar to just in front of the place where you want to insert the text.

6. Click the Selection Button. Textcraft "pastes" a copy of the text on the clipboard into its new position.

Remember that Textcraft keeps the copy you make with the camera until you next use the camera or the scissors. That way, you can insert multiple copies of the same text.

Changing Text Format

You reformat text in two ways, depending on how many paragraphs you want to reformat.

Changing the Format of One Paragraph

To reformat text in a single paragraph, use the pencil to grab the text cursor and move it into the paragraph you want to reformat. Next release the Select Button. Then select the text alignment and line-spacing icons for the format you want and reset the ruler margins. Textcraft reformats the paragraph to conform to the new settings and selections.

Changing the Format of More than One Paragraph

You can change the way Textcraft formats several paragraphs by using the text alignment brush. Here's how you do it:

1. Select the text alignment and line spacing icons that represent how you want to align your text and reset the ruler margins.

2. Select the text alignment brush.

3. Move to the beginning of the text you want to reformat.

4. Select all the text you want to reformat. Textcraft reformats each of the selected paragraphs according to the new settings and selections.

5. After the text is reformatted, the text cursor moves to the first character you selected.

Note: Each of the selections and settings mentioned may be changed individually to reformat text.

Refer to Chapter 3 for a refresher on how to set margins and select the line spacing and text alignment icons.

Changing Type Styles

You use the Styles menu and the style brush to change the type style of existing text. Just follow these steps:

1. Select the Styles menu and choose one of the type style options.

2. Select the style brush.

3. Move the style brush to the first character of the text whose type style you want to change.

4. Select the text whose type style you want to change. Textcraft changes the type style of the text you selected.

5. After the type style has been changed, the text cursor moves to the first character you selected.

Note: Any new text you type in now appears in the type style of the character to the right of the text cursor. Before you continue typing, you might want to use the Styles menu to select a new type style. A check mark next to a Styles menu item indicates that this style is the currently selected one.

Finding and Replacing Text

To help you make repetitive text changes, Textcraft has a Find and Replace requester. You can use this requester to find words or phrases and to replace incorrect words or phrases with new ones. In a particularly long document, using Textcraft to find and replace text can save you lots of time.

To use the Find and Replace requester, select the Extras menu and choose the Find and Replace item. Textcraft displays this requester:
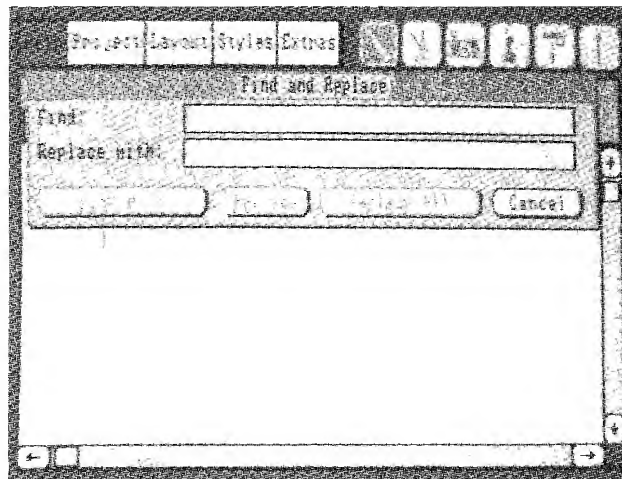
Now you can find a specific word or phrase by using the Find text box, or you can find and change text at the same time by also using the Replace With text box.

Before you continue, there are a few things you should know about how Textcraft finds and replaces text.

1. Textcraft doesn't pay any attention to the style of text you're finding, or whether it's in uppercase or lowercase.

2. Textcraft finds text that's split from one line to the next. For example, it finds "Amiga keyboard" if "Amiga" appears at the end of one line and "keyboard" appears at the beginning of the next line. It also finds text within other words. For example, it finds the word "board" within "keyboard."

3. Textcraft pays attention to extra spaces you type in the Find text and the Replace With text.

4. When replacing found text, Textcraft normally uses the type style of the found text for the text that replaces it. If you use a style other than plain when typing in the Replace With text, Textcraft uses that style when replacing found text.

5. Textcraft finds and replaces accents.

6. Textcraft automatically realigns all of your text after replacement.

7. If you are not replacing all occurrences of a searched for item, Textcraft does not "wrap around" to the beginning of the document. Thus, to find all occurrences of the item, you should first place the text cursor at the beginning of the document.

Finding Text Without Replacing It

When you use Textcraft to find a particular word or phrase, you can move quickly to a certain place in your document without having to scroll. If your document is particularly long, this can be quite helpful.

To find a word or a phrase, follow these steps:

1. In the Find text box, type in the text you want to find.

2. Select Find Next. Textcraft begins searching from the current text cursor position and moves through the remainder of the document. When it finds the first occurrence of the text you're looking for, Textcraft highlights it.

You can then select Find Next again to find the next occurrence of the text, or you can select Cancel to return to your work.

Finding and Replacing Text

If you've misspelled a word throughout your document, or if you've decided on a better way to phrase something, you can find and replace the original text with the correct text. Follow these steps.

1. In the Find text box, type in the text that you want to find and replace.

2. In the Replace With text box, type in the text that is to replace the Find text.

3. If you're sure you want to replace all occurrences of the incorrect text in the entire document, select Replace All. Textcraft then replaces all occurrences of the Find text with the Replace With text. As Textcraft replaces the text, it displays a message telling you that it's replacing the text. When Textcraft is finished, it returns the text cursor to the next position after the last replacement.

If you're not sure you want Textcraft to replace every occurrence, select Find Next. When Textcraft finds the next occurrence of the text, you can select Replace to replace it with the Replace With text. Or, you can continue the search process by selecting Find Next again.

When you finish with the Find and Replace requester, select Cancel. Textcraft then returns you to your document.

Chapter 5

Using Ready-Made Forms
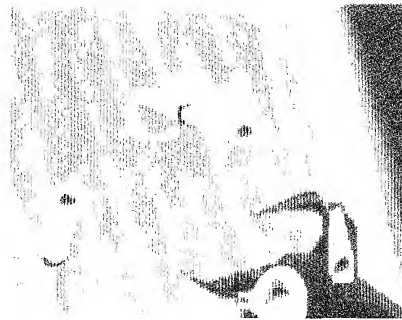
When you create a document using Textcraft, you have the choice of starting from scratch or using ready–made forms. Textcraft's ready–made forms can simplify the task of creating standard documents such as letters, resumes, and reports. This chapter describes how you can use these time–savers. Chapter 3, "Starting a Document," covers the whole process of creating a new document from scratch.

You may find it helpful to look at examples of the forms as you read about them. Some examples are included in this chapter and you'll find a complete set of examples in Appendix A: "Examples of Ready–Made Forms."

Understanding Ready-Made Forms

Ready-made forms are exactly what they sound like—they're forms that Textcraft has already set up for you. You can choose from several forms:

Business Letter   Textcraft provides two business letter forms: full-block and semi-block.

Memorandum   The memorandum form can be with or without an address.

Resume   Textcraft provides three resume forms: chronological, analytical, and functional.

Technical Report   The technical report form provides a title page, a table of contents, an abstract, and a bibliography.

Business Report   The business report form provides a title page, a table of contents, and a bibliography, but not an abstract.

Term Paper   The term paper form contains much of the same information as the business report, but it's formatted for an educational environment.

To use a ready-made form, you first select what kind of form you'd like to use, and then you need to provide Textcraft with some information about the document format and about the sender and recipient of the document. You do this by filling in some basic information. Textcraft organizes the information you provide into the proper format and sets up a framework for your document. Then you're ready to type in the body of your document.

For example, knowing how to format a letter may not be your specialty. But if you select one of Textcraft's ready-made letters, Textcraft formats the information you provide and constructs a framework for your letter. Half the battle is over; all that's left is for you to type in the text.

The Textcraft ready-made forms represent the most commonly used document formats. After Textcraft formats your document with whatever information you provide, you can always change the format to fit your special needs, adding or removing whatever you feel is necessary.

Using a Business Letter Form

When you choose the ready-made Business Letter, Textcraft displays this form:

Fill in the window with the appropriate information, following these steps.

1. Tell Textcraft who is sending and receiving the letter, including forms of address (such as Mr., Ms, or Mrs.), names, company names, company addresses, and titles.

2. Type in the initials of the person typing the letter, the date the letter is being sent, type in the name or initials of the recipient of a carbon copy, and indicate whether or not there will be an enclosure.

3. Select the format of the letter. If you choose full–block, Textcraft sets the left margin and paragraph indent margin to 5 and the right margin to 70. If you choose semi–block, Textcraft sets the left margin to 5, the paragraph margin to 10, and the right margin to 70.

When you complete the form, select OK. Textcraft then formats the information and sets up a framework for your letter. The text cursor is positioned just below the salutation, so that you can begin typing the body of your letter.

An example of a full–block letter looks like this:

```
Dr. Barbara Burndt
Philadelphia General Hospital
3254 Walnut Street
Philadelphia, PA 19524

June 4, 1985


Ms. Margaret Lapp
Customer Service Manager
Family Practice Magazine
Chestnut Hill, CT  09375


Dear Ms. Lapp:

Enclosed please find a copy of my MasterCard receipt showing payment for a one
year subscription to Family Practice Magazine.  As you will notice, the date of
the receipt is March 23 of this year.  To date, I have not received any issues
of the magazine, although my MasterCard statement reflects that I have been
charged for the amount of a one year subscription for $23.95.

I do wish to receive the magazine, as I very much enjoy reading Family Practice.
I would appreciate any help you may provide in solving this matter.  I look
forward to receiving Family Practice Magazine soon.


Sincerely,



Barbara Burndt
Chief-of-Staff




BB/amx


Enc:  Sales receipt
```

See Appendix A, "Examples of Ready—Made Forms," for an example of a business letter in semi—block format.

Using a Memorandum Form

Textcraft displays the following form when you choose the ready—made Memorandum.

|||
⬠

1. Type in the names of both the sender(s) and recipient(s), as well as the subject the memo discusses.

|||
⬠

2. If you provide a company address, Textcraft centers it at the top of the page. If you don't provide a company address, Textcraft places "MEMORANDUM" at the top of the page.

|||
⬠

3. Type in the initials of the person typing the memo, the date the memo will be sent, the name or the initials or the recipient of a carbon copy of the letter, and indicate whether or not there will be enclosures with the memo.

When you complete the form, select OK. Textcraft formats the information and sets up a framework for your memo. You can then go ahead and type in the text of the memo.

An example of a memo with a company address looks like this:

```
                        Syntronix, Incorporated
                        252 Century Boulevard
                        Boston, MA 23010


To: All Employees                    From: Art Stein, Controller

Re: Vacation Policy                  Date: June 5, 1985



Effective July 1, 1985, the following vacation policies will be in effect.

All current employees are entitled to two weeks of vacation, earned at the rate
of one day per month, and two personal days through June 30, 1986.  Part time
employees see below.

Future regular full-time employees will be provided vacation as follows:

     Length of Service                      Time Accrued

     0 months but less than 1 year          10/12th's of a day per month

     1 year but less than 5 years           2 weeks

     5 years but less than 10 year          3 weeks

     10 years but less than 15 years        3.5 weeks

     15 years or more                       4 weeks


Regular part-time employees of at least one-half time earn vacation in a ratio
equivalent to their percent of full-time employment.
```

See Appendix A for another example of a memorandum.

Using a Resume Form

When you choose the ready-made Resume, Textcraft displays this form for you to fill in:

Type in the information requested on the form; it's all pretty much self-explanatory.

1. Type your name, your current address, and your current phone number. If you're at school or living somewhere else temporarily, type in a permanent address and phone number into the appropriate blanks.

2. If you select Yes in response to the question "Emphasize education over work experience?," the Education category comes before the Work Experience category. If you select No, Work Experience comes before Education.

3. Select which kind of resume you want Textcraft to format for you: chronological, analytical, or functional.

Select the chronological resume to present your experience in reverse chronological order, showing your growth and development.

Select the functional resume to emphasize the job functions you've performed that relate to the desired position. Then you present your experience as qualifications for the job you seek.

Select the analytical resume to provide a way for you to present information in greater detail, giving a prospective employer a broader base of information from which to judge your skills and abilities.

You can find an example of each of these resumes in Appendix A of this manual.

Using a Report Form

Textcraft provides three ready–made reports you can use: Technical, Business, and Term Paper. Each of these reports has its own form for you to fill in.

Technical Report

When you choose the Technical Report, Textcraft displays this form:

|||
⏏

1. Type in the title and subtitle of the report and the author's name, department, role (for example, "Research Assistant"), and company name, if appropriate.

|||
⏏

2. Tell Textcraft the name of the person the report will be submitted to, including the department, role of this individual, and company name, if appropriate.

|||
⏏

3. Include the date that you plan to submit the report and reference information (for example, a reference to any organization that helped you prepare the report).

If you want to have Textcraft produce a bibliography, select Bibliography. Textcraft allows you to include information for one book and one article. Textcraft displays the Book Bibliography form first:

Use this form to supply information for a book. To move the text cursor quickly from blank to blank, you can press RETURN. When you're finished, select Title Page to return to the Title Page form, OK to have

Textcraft format your report, or Article to supply information for an article. If you select Article, Textcraft displays the following form.

Use this form to supply the information for an article. When you're finished, select OK; Textcraft formats your technical report for you. You can also select Title Page to return to the Title Page form, or select Book to return to the Book Bibliography form.
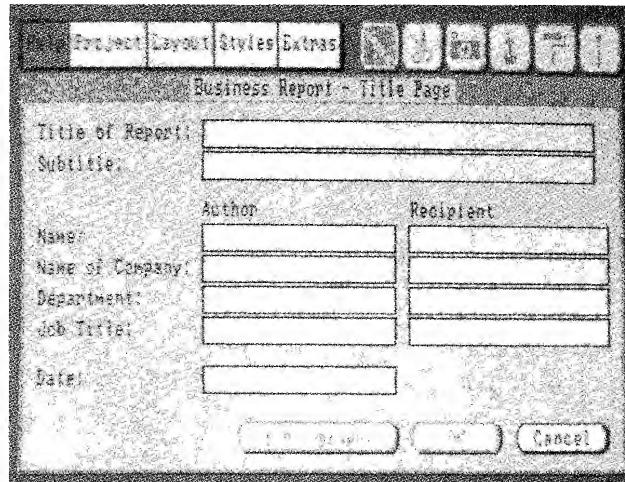
Your technical report includes a title page, a table of contents, an abstract page, the report body, and a bibliography (if you included one). You can use the scroll bar or cursor movement keys to move through the formatted document. After you click OK, Textcraft places the text cursor on the abstract page so that you can begin typing the abstract of the report. When you finish with the abstract, you can decide to skip over the Table of Contents and start typing the body of the report, or you can use the Table of Contents as a framework for an outline of your paper and come back and edit it later. Use the framework that Textcraft has set up for you in the Book and the Article Bibliography as a sample to follow as you add other references.

For example, a technical report might look like this:

```
WATER SUPPLY SYSTEM IMPROVEMENTS

A Feasibility Study




Submitted by

James A. Richman
Civil Engineer
University of Illinois




Submitted to

City Council
Chicago, Illinois




March 17, 1985







Authorized by Chicago City Council.
```

Business Report

When you choose the Business Report, Textcraft displays this form:

III
⊘   1. Type in the title and subtitle of the report and the name of
        the person submitting the report, as well as that person's
        company, department, and job title.

III
⊘   2. Type in the name of the person the report will be submitted
        to, as well as that person's company, department, and job
        title.

III
⊘   3. Enter the date that the report will be submitted.

If you don't want to include a bibliography, select OK. Textcraft formats
your report.

If you want to include a bibliography, choose Bibliography. Textcraft displays two forms that you use for your bibliography. See "Technical Report" for examples of the Bibliography forms and instructions for using them.

Your business report includes a title page, a table of contents, the report body, and a bibliography (if you included one), but not an abstract page. Textcraft places the text cursor between the table of contents and the bibliography so that you can begin typing the body of the report.

See Appendix A for an example of a Business Report.

Term Paper

When you select the Term Paper, Textcraft displays this form:

|||
⊿

1. Type in the title and sub-title of the term paper and the name of the person submitting the report.

2. Enter the name of the person the term paper will be submitted to.

3. Fill in the course name and number and the date that the term paper will be submitted.

If you don't want to include a bibliography, go ahead and select OK. Textcraft formats your report.
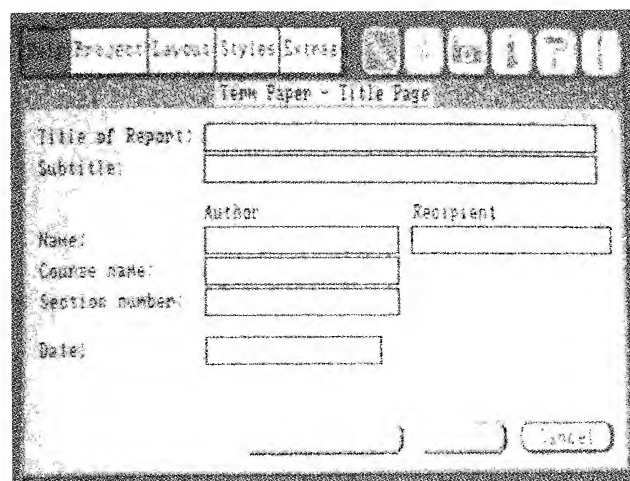
If you want to include a bibliography, choose Bibliography. Textcraft displays two forms that you use for your bibliography. See "Technical Report" for examples of the Bibliography forms and instructions for using them.

Your term paper includes a title page, a table of contents, the report body, and a bibliography (if you included one). Textcraft places the text cursor between the table of contents and the bibliography so that you can begin typing the body of the report.

For an example of a Term Paper, see Appendix A.
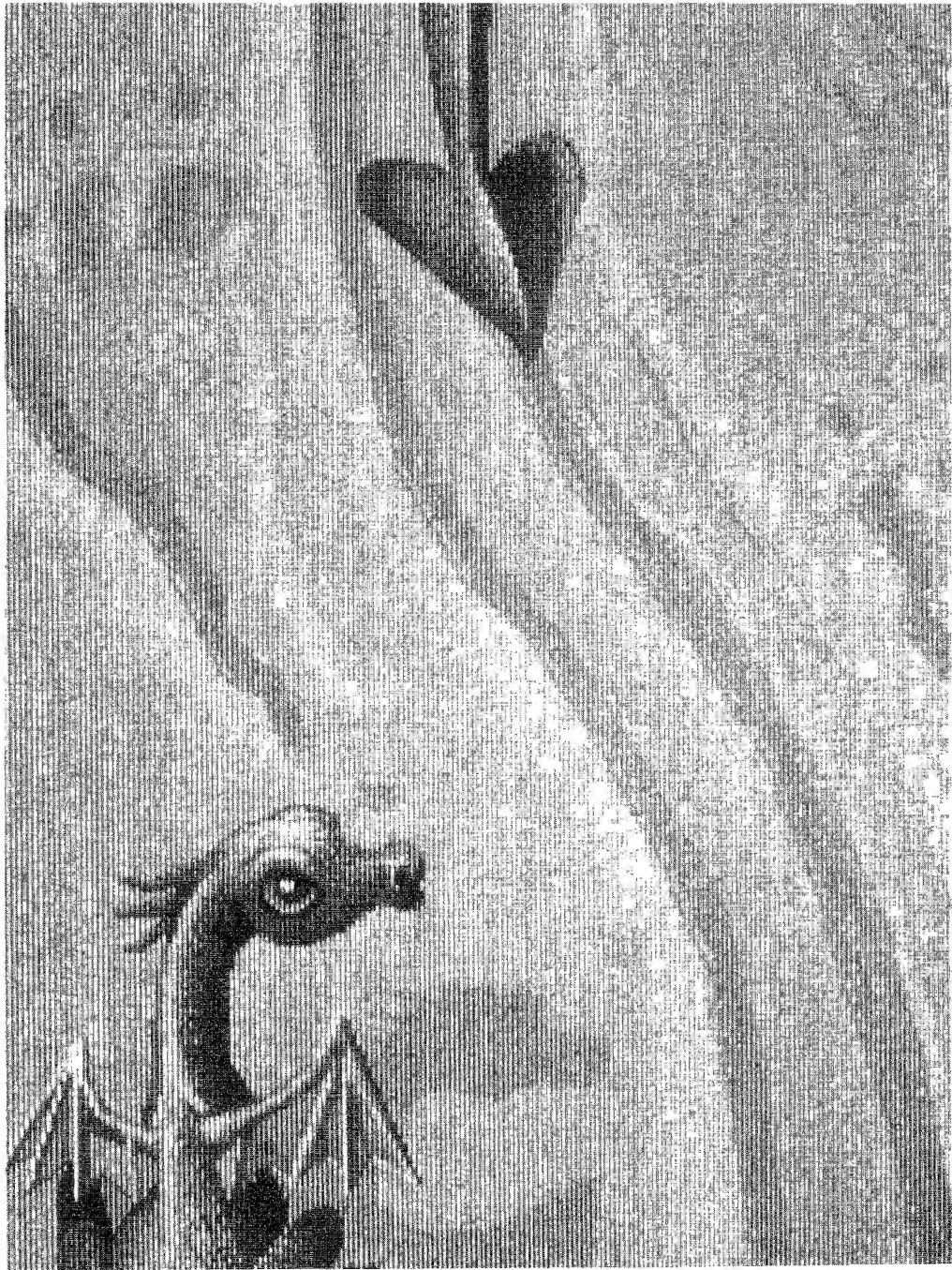
Chapter 6

Printing a Document
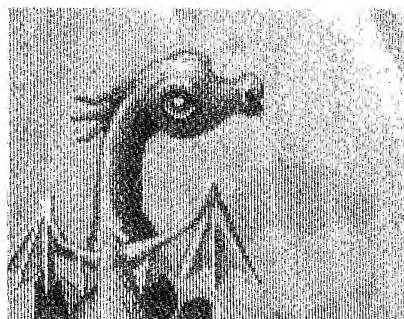
In this chapter, you'll learn how to print documents with
Textcraft. You'll learn how to set the quality (draft or
final) and size of the print, how to specify the number of
copies you want, how to indicate the type of paper you're
using in your printer, and how to specify the range of pages
you want printed.

Note: Some printers do not support features such as
boldfacing, underlining, final quality, and so forth. Check
your printer manual to determine which features your
printer supports.

Selecting the Document to Print

The first step in the printing process is to select the document to print. Textcraft prints whatever document is on the screen. If the document you want to print is not currently on the screen, you need to display it.

Getting Ready to Print

When the document you want to print is on the Textcraft screen, choose the Print Document item from the Project menu to tell Textcraft that you want to print the document. Textcraft displays this requester:
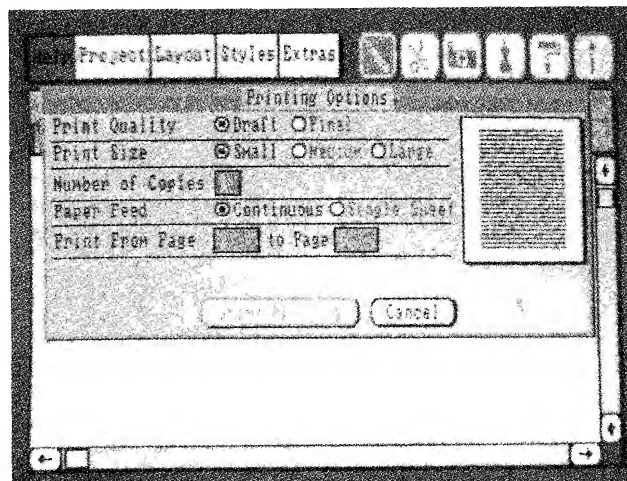
You use this requester first to set up your printing options and then to start printing. As you set up your printing options, Textcraft displays the printing icon on the right of the requester to reflect your choices.

Selecting Your Printing Options

You can select from five printing options: Print Quality, Print Size, Number of Copies, Paper Feed, and Print from Page to Page.

Print Quality

You can select from two print qualities: draft and final. Textcraft prints draft quality unless you tell it otherwise. Draft quality prints more quickly and looks less polished than final quality. Select Draft if you're not concerned with the appearance of your document, or if you think you're going to make more changes to the document before you print the final copy.

Select Final when you're completely through making changes to the document and ready to show it to someone else. (If you have a letter quality printer, you'll always get final quality, no matter which quality you select.)

Print Size

You can choose from three print sizes: small, medium, and large. Textcraft prints the size set in the Preferences tool unless you tell it otherwise. The actual size of the characters that Textcraft prints depends on the kind of printer you have. Just select the size you want Textcraft to use when printing your document.

Note: Print size refers only to what's printed on paper; type size refers only to what Textcraft displays on the screen.

Number of Copies

Use the Number of Copies text box to tell Textcraft how many times you want to print your document. Just type the appropriate number into the text box. Textcraft prints one copy unless you tell it otherwise.

Paper Feed

Use the Paper Feed option to tell Textcraft what kind of paper you're using in your printer. Textcraft assumes you're using continuous–feed paper unless you tell it otherwise.

If you're using sheets, select Single Sheet. As Textcraft prints your document, it displays messages asking you to insert the next piece of paper. After you insert the next sheet, select OK to have Textcraft resume printing.

If you're using continuous–feed paper (connected sheets with holes on the sides), select Continuous. Textcraft prints your document from start to finish without stopping.

Print from Page to Page

Use the Print from Page to Page option to tell Textcraft which pages you want to print. In the Print From Page text box, type in the number of the first page you want Textcraft to print. In the To Page text box, type in the number of the last page you want Textcraft to print. Note that these page numbers correspond to the page numbers displayed on the ruler.

Starting the Actual Printing

When you've made selections from all five options, you're ready to start printing. Make sure that your printer is turned on and that the top of the paper is correctly aligned. Then select Start Printing. Textcraft prints your document.

If you need to stop printing for some reason, select Cancel.
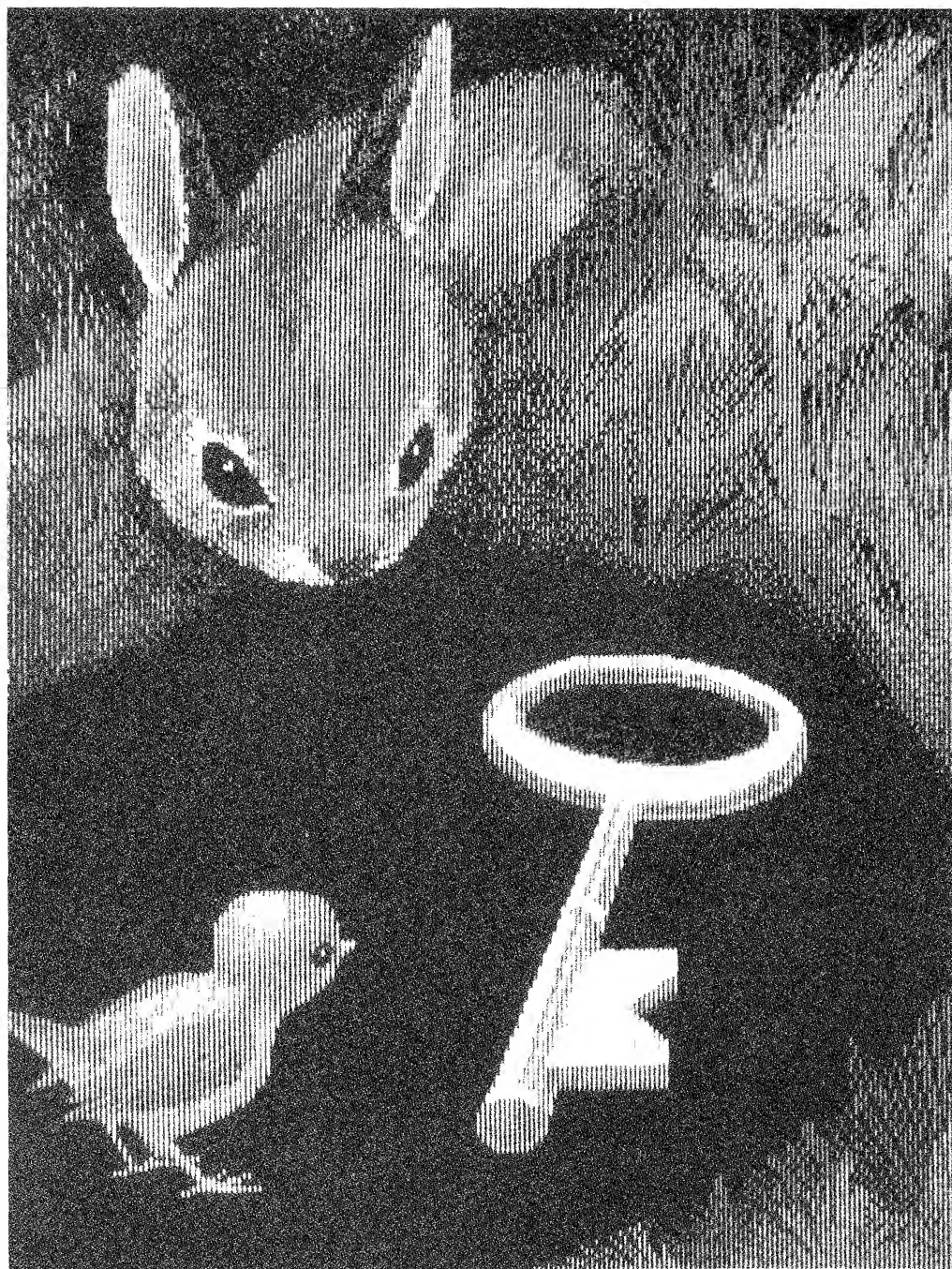
Chapter 7

Using Keyboard Shortcuts
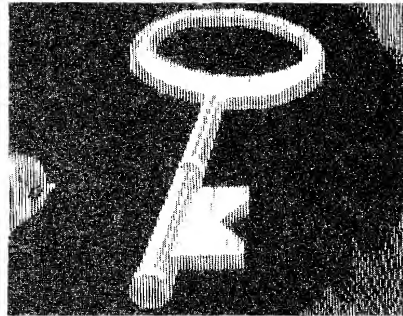
Keyboard shortcuts provide an alternative for using the mouse. All of the keyboard shortcuts are described here for your reference. You can also look up many of them by choosing the Keyboard Reference item from the Textcraft Help menu.

Selecting Pointers

You can use these function keys to select pointers:

Key	Effect
F5	Selects the pencil.
F6	Selects the scissors.
F7	Selects the camera.
F8	Selects the paste jar.
F9	Selects the alignment brush.
F10	Selects the style brush.

Moving Within Your Document

Throughout this manual, a hyphen (–) between two keys means that you press the two keys at the same time. For example, $\boxed{A}$ –[right arrow] means that you hold down the $\boxed{A}$ key while you press the right arrow key.

Furthermore, throughout this chapter, the $\boxed{A}$ key refers to the AMIGA key that is located to the right of the SPACE BAR on the Amiga keyboard.

Use these key combinations to act as mouse button presses:

Left Alt–$\boxed{A}$ Acts as a Selection button press.

Right Alt–$\boxed{A}$ Acts as a Menu button press.

Use these key combinations to move the text cursor:

Moving to Words

Key	Effect
Alt–[right arrow]	Moves to the first character of the next word.
Alt–[left arrow]	Moves to the first character of the previous word.
Alt–[up arrow]	Moves to the first line of the current page. If the text cursor is already positioned on the first line of the current page, Textcraft moves the text cursor to the first line of the previous page.
Alt–[down arrow]	Mover to the first line of the next page.

Tabbing

Key	Effect
TAB	Inserts a tab character (5 spaces) in the existing text. Moves to the right five spaces.

Moving to Lines

Key	Effect
SHIFT–[right arrow]	Moves to the end of the current line. If the text cursor is already at the end, this key sequence moves the text cursor to the end of the next line.

Key	Effect
SHIFT–[left arrow]	Returns to the beginning of the current line. If the text cursor is already at the beginning, this key sequence returns the text cursor to the beginning of the previous line.

Moving to Pages

Key	Effect
ALT–[up arrow]	Moves to the first line of the previous page.
ALT–[down arrow]	Moves to the first line of the next page.

Moving to the Beginning or End of Your Document

Key	Effect
SHIFT–[up arrow]	Moves to the beginning of the document.
SHIFT–[down arrow]	Moves to the end of the document.

Moving One Screen Left, Right, Up, or Down

Key	Effect
CTRL–[up arrow]	Moves text up one screen.
CTRL–[down arrow]	Moves text down one screen.
CTRL–[left arrow]	Moves text left one screen.
CTRL–[right arrow]	Moves text right one screen.

Deleting Characters and Words

Use these keys to make quick fixes to your text:

Key	Effect
DEL	Deletes the character to the right of the text cursor.
BACKSPACE	Deletes the character to the left of the text cursor.
Alt–DEL	Deletes the word to the right of the text cursor.
Alt–BACKSPACE	Deletes the word to the left of the text cursor.

Cancelling the Current Activity

Key	Effect
ESC	Cancels the current activity and returns you to whatever you were doing before.

Selecting Menu Items

Use these key combinations to select Textcraft menu items:

Project Menu

Key	Effect
$\boxed{\text{A}}$ –C	Starts a new document.

Key	Effect
⌘ –O	Gets a saved document.
⌘ –S	Saves a document.
⌘ –A	Prints a document.
⌘ –Q	Quits Textcraft.

Layout Menu

Key	Effect
⌘ –T	Displays the Set Titles and Page Numbers requester.
⌘ –Y	Displays the Choose Page Size requester.
⌘ –R	Displays the Set Ruler Margins requester.

Style Menu

Key	Effect
⌘ –P	Selects the plain type style.
⌘ –B	Selects the boldface type style.
⌘ –U	Selects the underline type style.

Key	Effect
⒜ –I	Selects the italic type style.
⒜ –H	Selects the superscript type style.
⒜ –L	Selects the subscript type style.

Extras Menu

Key	Effect
⒜ –F	Displays the Find and Replace requester.
⒜ –D	Displays the Choose Screen Display requester.
⒜ –W	Displays the title page of Textcraft, which shows you the version number and the authors' names.

Help Menu

Key	Effect
F3	Selects the Keyboard Reference screen.
F4	Selects the 1 Minute Tutorials.
Help	Selects the Quick Reminder screen.

Chapter 8

Textcraft Reference

In this chapter, you'll find

- tables listing all of the Textcraft menu items, and

- a brief summary of what you can do with each menu item, and the pages in the manual where you can find a complete description of the item.

The Textcraft Menus

There are five menus in Textcraft:

- Help

- Project

- Layout

- Styles

- Extras

The following tables list the names of the items in each menu, together with a brief summary of how they're used and references to the pages in this manual where you'll find more complete descriptions.

The Help Menu

Item	Purpose	Page
Quick Reminder	Displays the Quick Reminder screen to remind you about the meanings of key pointers and icons in Textcraft.	2–14 to 2–15
Keyboard Reference	Displays the Keyboard Reference screen to help you remember keyboard shorttcuts.	2–15 to 2–16
1 Minute Tutorials	Displays a menu of lesson titles from the Tutorials.	2–16 to 2–17

The Project Menu

Item	Purpose	Page
New Document	Gives you the choice of creating a new, blank document or choosing from several ready-made forms: Business Letter, Memorandum, Resume, Technical Report, Business Report, or Term Paper.	2-18, 5-2 to 5-14
Open Document	Opens the document that you specify.	4-2 to 4-3
Save Document	Saves the current document under the name you specify.	3-13 to 3-15 and 2-20 to 2-21
Print Document	Allows you to choose from several printing options as well as actually printing your document.	6-1 to 6-5
Quit Textcraft	Stops Textcraft.	2-22 to 2-23

The Layout Menu

Item	Purpose	Page
Set Page Number and Titles	Lets you specify details about page numbering and headers and footers.	3-8 to 3-10

Item	Purpose	Page
Choose Page Size	Allows you to choose the size of your pages.	3-10 to 3-11
Set Ruler Margins	Lets you assign left, right, and paragraph indent margins, choose between three styles of text alignment, and decide whether to have your text single or double-spaced.	3-6 to 3-7 and 3-7 to 3-8

The Styles Menu

Item	Purpose	Page
*Plain	Displays all the characters you type in a plain style.	4-11 to 4-12
Boldface	Displays all the characters you type in boldface.	4-11 to 4-12
Underlined	Underlines all the characters you type.	4-11 to 4-12
Italics	Displays all the characters you type in italics.	4-11 to 4-12
Superscript	Displays all the characters you type in superscript.	4-11 to 4-12
Subscript	Displays all the characters you type in subscript.	4-12 to 4-13

The Extras Menu

Item	Purpose	Page
Find and Replace	Allows you to find a specific word or phrase or lets you search for text and change the text at the same time.	4–14 to 4–15
Choose Screen Display	Lets you choose a type size for the screen display and decide whether or not to show end–of–paragraph markers.	3–4 to 3–5
Credits	Displays the names of the creators of Textcraft.	7–7

Textcraft Appendices
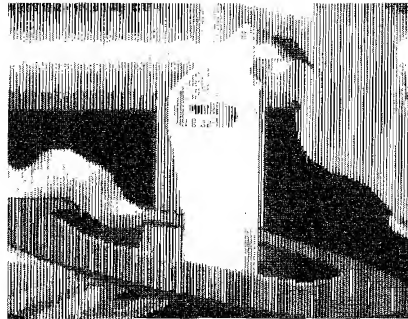
Appendix A: Examples of Ready–Made Forms

This appendix includes examples of several different Textcraft ready–made forms.

Business Letter

The example shows the semi-block style.

```
                                          Dr.  Barbara Burndt
                                          Philadelphia General Hospital
                                          3254 Walnut Street
                                          Philadelphia, PA 19524

                                          June 4, 1985

    Ms. Margaret Rapp
    Customer Service Manager
    Family Practice Magazine
    Chestnut Hill, CT  09375

    Dear Ms. Rapp:

         Enclosed please find a copy of my MasterCard receipt showing payment for a
    one year subscription to Family Practice Magazine.  As you will notice, the date
    of the receipt is March 23 of this year.  To date, I have not received any
    issues of the magazine, although my MasterCard statement reflects that I have
    been charged for the amount of a one year subscription for $28.95.

         I do wish to receive the magazine, as I very much enjoy reading Family
    Practice.  I would appreciate any help you may provide in solving this matter.
    I look forward to receiving Family Practice Magazine soon.

    Sincerely,



    Barbara Burndt
    Chief-of-Staff



    BB/amg


    Enc:  Sales receipt
```

Memorandum

The example shows a memo without an address.

```
                          M E M O R A N D U M


   To: All Family Members              From: The Maid (Mom)

   Re: Laundry                         Date: March 17, 1985



   Those who wish to have their laundry done are required to deposit
   it in the clothes hamper.  Laundry that is left anywhere else
   (e.g., in piles on the floor) will be ignored.

   The location of the clothes hamper is in the first floor bathroom.

   Anyone with questions concerning this policy may see me.
```

Chronological Resume

Janet H. O'Brien

511 Hill Street
Vyndmoor, Pennsylvania 19118
(215) 555-9323

OBJECTIVE:

To secure a job with a large firm where my background, interests and mathematical aptitude can be applied for future development.

EDUCATION:

Price College, San Diego, CA. Bachelor of Science in Business. June 1985. Majored in accounting. Other courses included marketing research, business mathematics and computer programming.

Chestnut Hill High School, Chestnut Hill, PA. Graduated with honors in 1980. College preparatory with emphasis on math and science.

EXPERIENCE:

Smith & Jones Corporation, Wayne, PA. Maintained general ledger that contained fund reports, records and files. Performed fiscal accounting by checking moneys committed or obligated. (September 1983 - present)

Feld Transportation Company, Valley Forge, PA. Verified disbursement documents for material and real property and for contractual services including utilities, communications, transportation of objects and other services. (January 1983 - September 1983)

MEMBERSHIPS:

Member of the National Association of Accountants, New York.

Pennsylvania Accounting Society, Philadelphia, PA.

PERSONAL:

Born March 15, 1963. Single. Financed education through part-time employment, scholarships and loans. Willing to relocate and/or travel. References available upon request.

Functional Resume

Jody Crandall
307 Church Road
Dansville, Iowa 58943
(517) 964-8936

OBJECTIVE

To secure a position as coordinator of the art department for a large advertising agency.

SUMMARY OF FUNCTIONAL EXPERIENCE

Extensive experience in all areas of production. As ad agency representative responsibilities included every aspect involved from layout to finish of product.

Have designed and produced flyers, brochures, booklets and publicity ads, slide presentations and coordinating pieces for institutional organizations.

Management experience includes supervision of a group of eight involved in marketing research.

Skilled at writing advertising copy for broad based markets.

WORK RECORD

Video Communications Manager, BK Communications, Incorporated, Memphis, TN, 1981 - 1984.

Market Research Coordinator, Media Information, Incorporated, New York, NY, 1979 - 1980.

Radio Advertising Copywriter, WLXQ, Detroit, MI, 1978 - 1979.

EDUCATION

Bachelor of Arts in Communications, Michigan State University East Lansing, MI, 1981. Minor in advertising.

PROFESSIONAL MEMBERSHIPS

Michigan Communications Federation, Detroit, MI.

International Media Association, New York, NY.

PERSONAL

Born August 1, 1960. Single. Excellent health. Willing to relocate and/or travel. References available upon request.

Bob O. Glenn
647 95th Place
Dallas, TX 99999
(312) 648-8473

SUMMARY OF EXPERIENCE
    Have extensive experience as District Reading Coordinator. Can design
    programs for children labeled learning disabled, intermidiate and advanced.
    Can implement tutor based programs both in regular and bilingual classrooms,
    fluent in French and Spanish. Posses a through knowledge in documentation
    of special programs.

OCCUPATIONAL OBJECTIVE
    To secure a position where my experience and background as District Reading
    Coordinator can be utilized and expanded in the developement of a leading
    instructional reading program.

WORK RECORD ANALYSIS
    Dallas Public Schools, District 49
    Dallas, Texas. 1975 - present
    District Reading Coordinator. Supervise a district of seven schools in
    implementation of Reading Program. Analyze through testing district
    literacy rate. Advise teachers on implementation of structured programs.

    Houston Community School System
    Houston, Texas. 1972 - 1975
    Bilingul Reading Specialist. Taught reading and language arts to English
    and Spanish speaking students who were ages 6-13. Designed and documented a
    tutorial to teach English tn non-bilingual students. Implemented program to
    increase literacy through non-scedemic oriented reading.

    Mohave Schools of New Mexico
    Mohave, NM. 1969 - 1972
    Classroom Teacher. Taught third grade classroom. Responsibilities include
    teaching various elementary subjects to English and Spanish speaking
    students.

EDUCATION
    University of Arizona, Phoenix, AZ Masters in Learning Disabilities, June,
    1969.
    University of Arizona, Phoenix, AZ. Bachelor of Science in Education,
    certification K-8, June, 1967.

EARLY BACKGROUND
    Grew up in Phoenix, Arizona, son of mechanical engineer. Attended public
    schools and graduated from Phoenix High School in 1963. Active in sports.
    Worked during summer as a camp aide.

PERSONAL RECOGNITION
    Designed award-winning parent-oriented tutoring program.

PERSONAL DATA
    Born May 8, 1945. Excellent health. References available upon request.

SALARY
    In the $30,000. History of salaries available upon request.

Analytical Resume #2

James R. Austin
1301 West Huron Street, Waterton, New Jersey 08034 (201) 555-3920

SUMMARY OF EXPERIENCE

Purchased goods for resale, selected merchandise and ordered according to profit possibilities. Attended show rooms of manufacturers to examine samples brought in by their representatives and selected products according to kind of clientele and the season. Managed and counselled sales personnel. Studied accounting reports for analysis of the profit/loss for each type of product. Authorized payment of invoices, after verifying discounts and performing quality assurance checks on goods.

OCCUPATIONAL OBJECTIVE

To secure a position in the buying department of a large chain store or national purchasing service.

WORK RECORD ANALYSIS

Bonwit Teller, New York, NY. Managing Buyer. January 1980-present. Supervised a team of ten sales personnel. Reported on analyses made of product feasibility.

Gimbels, New York, NY. Assistant Buyer. July 1975 - December 1979. Responsible for the selection of new products.

EDUCATION

New York University, New York, NY. Bachelor of Arts in Merchandising, 1981. Courses included marketing, buying and retailing. Participated in the organization of three workshops on marketing for Business majors.

PROFESSIONAL AFFILIATIONS

Association of Purchasing Agents, Princeton, New Jersey.
Manhattan Merchandising Club, New York, New York.

FOREIGN LANGUAGES

Fluent in French. Exceptional reading and writing skills in Spanish.

PERSONAL DATA

Born July 2, 1960. Single. Willing to travel extensively. References on request.

SALARY REQUIREMENTS

In the $23,000 - $25,000 range. History of salaries available upon request.

Business Report

This example shows the title page of a business report.

PROPOSAL TO STANDARDIZE COLLECTION PROCEDURES

Submitted to

John Harkins
Accounting Manager

Submitted by

Marjory Weisman
Executive Assistant
Cranbrook Chemicals

July 3, 1985

Term Paper

This example shows the title page of a term paper.

```
                    INTERPERSONAL SKILLS
                 Strategies of Communication




                         Submitted by
                       Roberta O'Conner




                         Submitted to

                       Dr. Hayden Cash
                         English 415
                          Section 2




                        May 17, 1985
```

Term Paper Bibliography

This example shows a bibliography page of a term paper.

INTERPERSONAL SKILLS

BIBLIOGRAPHY

Books:

Smith, John. Communication Skills. New York, NY: KJ Press, 1980.

Vaun, Eric. Instructional Communication. Westbury, CT: Wright Publishing, 1984.

Articles:

Reese, L.J. "Interpersonal Skills - What Are They?" Chicago Times, May 28, 1985.

Steele, Bill. "Communicating With Others." Family Journal, March 19, 1984, pp. 32-40.

West, David. "A Communications Breakthrough." Communications Science, April 1982, pp. 100-115.

Memo with Company Address

This example shows memo with the company address.

```
                        Syntronix, Incorporated
                        252 Century Boulevard
                        Boston, MA 23010


    To: All Employees                    From: Art Stein, Controller

    Re: Vacation Policy                  Date: June 5, 1985



    Effective July 1, 1985, the following vacation policies will be in effect.

    All current employees are entitled to two weeks of vacation, earned at the rate
    of one day per month, and two personal days through June 30, 1986.  Part time
    employees see below.

    Future regular full-time employees will be provided vacation as follows:

        Length of Service                    Time Accrued

        0 months but less than 1 year        10/12th's of a day per month

        1 year but less than 5 years         2 weeks

        5 years but less than 10 year        3 weeks

        10 years but less than 15 years      3.5 weeks

        15 years or more                     4 weeks


    Regular part-time employees of at least one-half time earn vacation in a ratio
    equivalent to their percent of full-time employment.
```

Appendix B: Technical Information

The Textcraft project disk can contain up to 880,000 bytes of information. See Chapter 2 for further information. The Workbench clipboard can contain up to ten pages of text.

You will find two versions of Textcraft on your disk.

1. *Textcraft* for an Amiga with 256K of memory (basic configuration) and only one disk drive.

2. *Textcraft512* for an Amiga with 512K of memory (using the 256K memory expansion).

To use Textcraft, first make a backup copy of your Textcraft disk. Then you can delete from the copy the version of Textcraft that you won't be using. To delete an icon, select it and then select the Delete menu item from the Workbench menu.

To rename the Textcraft512 icon (if this is the Textcraft version you'll be using):

1. Select the Textcraft512 tool icon.

2. Choose the Rename menu item from the Workbench menu.

3. Select the line requester that appears in the middle of the screen.

4. Type

   Textcraft

5. Press the DEL key until only the word Textcraft appears.

6. Press the RETURN key.

If you're using a 256K Amiga computer, to ensure that you always have enough memory for Textcraft documents, you can move the Textcraft icon out of the Workbench window by dragging it. Then close the window by selecting the close window gadget in the upper left corner. This will free extra memory for Textcraft. Additionally, only one disk drive can be used. (Disconnect the external disk drive before turning on the Amiga computer.) Using this method you will have enough memory for about 8 pages of text.

Appendix C: Typing Accents

Textcraft provides five accents you can type over characters when you are writing in foreign languages. There are only certain accent/character combinations you can use. The tables included in this appendix show what they are.

To type an accent over a character, you first use special key combinations to type an accent. Then you type the character that you want to appear under the accent. (You won't see the accent until you type in the character that belongs underneath it.

This table shows the key combinations you use to type accents.

Accent	International Characters	Key Combination
aigue ´	á é í ó ú ý Á É Í Ó Ú Ý	Alt-´
grave `	à è ì ò ù À È Ì Ò Ù	Alt-`
circumflex ^	â ê î ô û Â Ê Î Ô Û	Alt-Shift-6
tilde ~	ã õ ñ Ã Õ Ñ	Alt-Shift-`
umlaut ¨	ä ë ï ö ü ÿ Ä Ë Ï Ö Ü	Alt-Shift-″

Note: Characters with accents over them will be printed only by printers with backspacing capability (using the ASCII value 8 to backspace one character position).

Glossary

aligning text changing the appearance of a block of text in one of four ways: having an even left side, having an even right side, being centered on the page, or having both an even left side and an even right side.

alignment brush what you use to highlight blocks of text in order to align them in one of the four ways described above.

AMIGA keys two keys on the Amiga keyboard to the left and right of the SPACE BAR. You use these keys in combination with other keys for various keyboard shortcuts. In Textcraft, you press the AMIGA key located to the right of the SPACE BAR for the keyboard shortcuts.

animation the action that illustrates the text in the One Minute Tutorials. During animation, you temporarily lose control of the pointer.

arrow how the pointer appears in a requester, the ruler area, or the scroll bar region.

BACKSPACE key a key on the Amiga keyboard that erases the character to the left of the text cursor.

bird	what the pointer turns into when you move it outside a window or menu on the Textcraft screen while you are pressing the Selection Button. The bird signals that you have strayed from the currently active area.
characters	the individual letters, numbers, spaces, punctuation, and other symbols that you type into a document. These characters make up your text.
choose	to pick a menu item. In Textcraft, you always use the Selection Button to choose items from the menus. The right mouse button (referred to in *Introduction to Amiga* as the Menu button) does not have a function in Textcraft.
click	to press and release the Selection Button.
clipboard	the place in memory where the last text you cut with the scissors or copied with the camera is kept. You can paste the text back into the document with the paste jar.
copy and paste	to duplicate any amount of text by highlighting it with the camera and then to move it to another part of a document with the paste jar. To move the text to another part of the same document or to another document, you position the paste jar where you want the copied text to appear and then you click the Selection Button.
cursor see text cursor.	
cut and paste	to delete any amount of text by highlighting it with the scissors and then to move it to another part of a document with the paste jar. To move the text to another part of the same document or to another document, you position the paste jar where you want the cut text to appear and then click the Selection Button.

disk	the magnetic medium on which Amiga stores information.
document	the Textcraft project – the text you type and the style and layout you pick.
document window	the large window that Textcraft uses to display the text you type in. The name of the document appears at the top of the window.
drag	to move an icon, gadget, or window by putting the pointer over what you want to move, holding down the Selection Button and moving the mouse.
drawer	a place where tools, projects, and other drawers are kept.
drive	a device for reading information and saving it on a disk.
ESC key	the key on the Amiga keyboard that you press to cancel the current activity and return to what you were doing.
format	1. to structure something on a printed page, such as setting up the margins, alignment, line spacing, and tabs in a document. Textcraft offers some already formatted frameworks for your use. See **layout** and **ready-made forms**.
	2. In other Amiga systems, this term is used to mean to divide a disk into sectors so that it is ready to receive information. See **initialize**. This definition of format does not apply in Textcraft.
grabbing hand	what the pointer turns into when you move it onto the ruler or a scroll bar to allow a movable object such as a margin marker or scroll box to be grabbed and moved.

hot spot	on several pointers, a part that you must use for pointing. The following pointers have hot spots: pencil, scissors, camera, paste jar, alignment brush, and style brush.
highlighting	how the text of a menu item or in the document looks when you have selected it Textcraft displays selected menu items, text, and even some formatting icons in reverse video when you select them. This means that the text appears in white and the background appears in dark colors – see selecting.
icon	a visual representation or picture of a tool, project, drawer, or disk.
initialize	to prepare a disk to receive information. See *Introduction to Amiga* for details.
layout	In Textcraft, layout is the arrangement of text determined by the way you set up the margins, tabs, line spacing, and alignment. Layout is also referred to as formatting your text. See format.
line spacing	determines the number of blank lines that Textcraft inserts between lines of text. Single–spacing means no blank lines are inserted. Double–spacing means one blank line is inserted for every line of text. To set line spacing, select one of the line–spacing icons on the ruler.
margin marker	a red inverted triangle on either the left or the right side of the ruler that you can drag to the left or the right margin of the text. In a new document, Textcraft displays the left margin marker a little to the left of the indent marker.
memory	the electronic circuits that Amiga uses to store the information it is working with.

menu
a list of items you can choose from. To select a menu and view its items, you press the Selection Button. You release the Selection Button to choose a menu item. The five Textcraft menus are Help, Project, Layout, Styles, and Extras.

mouse
a device you move on a flat surface to move a pointer.

options
appear in requesters in several forms. When you need to pick between different ways to proceed, they appear as bullets. When you want to continue or cancel work, they appear as buttons. For example, the Choose Page Size Requester presents several option bullets for the size of the paper for your document: U.S Letter, U.S. Legal, International, and Special. There are several kinds of option buttons. To continue work, you select the OK option. To go back to what you were doing before you displayed the requester, you select the Cancel option.

paragraph indent marker
a black inverted triangle on the ruler that indicates how far from the left margin marker Textcraft should space before it begins a line of text. For example, you can use the indent marker to create indented or hanging paragraphs by placing the indent marker to the right or the left of the left margin marker.

paste
to copy the contents of the clipboard into a project using the paste jar.

pointer

any one of six icons that move on the screen when you move the mouse, or any one of five pointers that Textcraft displays to communicate with you. The first group of pointers includes the pencil, scissors, camera, paste jar, alignment brush, and style brush. You select these pointers from the pointer area of the Textcraft screen. The second group of pointers includes the pointing hand, the arrow, the grabbing hand, the bird, and the watch. Textcraft automatically displays these pointers when you perform certain actions or when it wants to tell you something. When you first start a new blank document, the pointer appears as an arrow.

pointing hand

what a pointer turns into when you drag it over one of the five menu titles.

Quick Help

the joint name given to the Help menu items "Quick Reminder" and "Keyboard Reference." If you select either of these options, Textcraft displays one window of information meant to be a refresher. Compare to the **Tutor**, which aims to teach you new information.

ready–made form

pre–designed frameworks for documents that help you to create a business letter, memorandum, resume, technical report, business report, or term paper. You choose a ready–made form, and type in the requested information. Then Textcraft organizes that information according to the category of form you selected. These ready–made forms free you from the task of formatting your own documents.

requester	a box outlined in blue on the Textcraft screen that contains some questions for you to answer or more choices for you to make. A requester appears when Textcraft needs more information in order to complete a command.
RETURN key	a key on the Amiga keyboard that you use to create a new paragraph. Textcraft displays an end−of−paragraph marker at the end of the line where you pressed RETURN. In Textcraft, you do not have to press RETURN at the end of each line for a new line. Textcraft automatically wraps your text around.
ruler	appears at the top of the document window. Textcraft uses the ruler to display the current settings for the left and right margin markers and the indent marker. To change the current settings, drag the margin markers to the desired location on the ruler.
ruler icons	the line spacing and text alignment pictures that are displayed above the ruler.
save	to store information on a disk. In the case of Textcraft, to copy the text and layout of a document onto a project disk.
scroll	to move the contents of a document within a window.
scroll arrow	arrow at either end of a scroll bar. To move slowly forward through a document, put the pointer over the bottom of the scroll arrow and hold down the Selection Button.
scroll bar	a gadget on the screen used to display different parts of a document.

scroll box	the rectangular area within a scroll bar that you drag to move rapidly from one part of a document to another.
select	1. to pick an icon or a point in a document by clicking the Selection Button.
	2. to view a menu by pressing the Selection Button.
	3. to highlight an area of text by dragging a pointer over it.
	4. to tell Textcraft where the next action will take place. In Textcraft you select to view a menu (to choose a menu item, you release the Selection Button).
SHIFT key	A key on the Amiga keyboard that you hold down at the same time you press other keys to indicate an uppercase letter or a symbol.
SPACE BAR	the long blank bar at the bottom of the Amiga keyboard that you press to type a blank space into your text.
style	the appearance of the typed text as plain, **boldfaced**, underlined, *italicized*, superscripted, or subscripted.
TAB key	a key on the Amiga keyboard that you press to move the cursor forward five spaces.
text	in this manual, text refers to combinations of characters that you type; that is, the actual letters, numbers, spaces, words, sentences, paragraphs, and so forth that make up your Textcraft document. See **characters**.

text cursor   the red vertical bar that indicates where typed text will appear next in a document window or requester.

Tutor   the name of the ten One Minute Tutorials that incorporate explanatory text and animated examples to teach you how to use Textcraft productively.

watch   what the pointer looks like when you select an activity that takes more than a few seconds for Textcraft to complete; for example, searching for a specific word in a document or organizing the information from a ready–made form.

word processing   a phrase that describes word processors. These are tools that let you compose documents using a computer to edit, reformat, save, and print documents. Textcraft is a word processing tool for the Amiga.

window   a rectangular area on the screen. Textcraft uses the document window to accept and present information.

Index

C= commodore